

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

DISASTER AND EMERGENCY MANAGEMENT PLAN

December 2024



***THIS IS A COMPREHENSIVE, ALL-HAZARDS PLAN THAT IS RISK-BASED AND
SUFFICIENTLY FLEXIBLE TO PERMIT ITS USE IN ALL FORESEEABLE EMERGENCIES
WITHIN THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT***

2024 Version Prepared By: ACRD Emergency Management Staff

2014 Version Prepared By: Black Shield Preparedness Solutions Inc.

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QUICK REFERENCE DIRECTORY

**ALBERNI – CLAYOQUOT REGIONAL DISTRICT
AND CITY OF PORT ALBERNI**
Emergency Program Coordinator
250-724-1356

MINISTRY OF EMERGENCY MANAGEMENT & CLIMATE READINESS
Provincial Emergency Coordination Centre (24 hours)
Responders: 1-888-344-5888
Public: 1-800-663-3456

ISLAND HEALTH
1-877-370-8699

WEST COAST GENERAL HOSPITAL
250-731-1370

HEALTH EMERGENCY MANAGEMENT BC
250-370-8575 (24 hours)

BC AMBULANCE SERVICES
250-723-2444

ROYAL CANADIAN MOUNTED POLICE
250-723-2424

PORT ALBERNI FIRE DEPARTMENT
250-724-1351

BC HYDRO SECURITY COMMAND CENTER
1-866-693-7007 (24 hours)
1-877-311-8611 (24 hours)

PAPER EXCELLENCE
250-723-2161
Plant Protection
250-723-6433 (24 hours)

FORTIS BC EMERGENCY
1-800-663-9911

A Message from the ACRD Chief Administrative Officer:

I am pleased to introduce our updated Disaster and Emergency Management Plan. This document embodies our commitment to collaboration and preparation as we work toward both effectively responding to emergencies and equipping ourselves for timely recovery from events as they occur.

Emergencies, whether natural or human-made, have the potential to impact every corner of our community. Our goal is to reduce the negative impacts, protect lives, and enable swift and resilient recovery.

Our Disaster and Emergency Management Plan serves as a critical guide, providing clear direction on how we will work together to respond effectively, manage resources, and support those affected.

Our ability to respond to emergencies is a shared responsibility. I encourage all community members, staff, emergency responders, and partners to familiarize themselves with this plan, understand their roles, and actively participate in training and preparedness initiatives. Together, we can strengthen our preparedness, mitigate risks, and work toward a safer, more resilient community.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Sailland', with a stylized flourish at the end.

Daniel Sailland,
CAO, Alberni-Clayoquot Regional District

DISTRIBUTION LIST

Internal *(digital file)*:

Alberni-Clayoquot Regional District	City of Port Alberni
Chief Administrative Officer	Chief Administrative Officer
General Manager of Administrative Services	Deputy Chief Administrative Officer
General Manager of Planning & Development	Director of Corporate Services
General Manager of Community Services	Director of Engineering & Public Works
Chief Financial Officer	Director of Finance
Manager of Protective Services (*Emergency Program Coordinator)	Director of Parks, Recreation & Heritage
Protective Services Coordinator	Fire Chief, Port Alberni Fire Department
Fire Chief, Sproat Lake Volunteer Fire Department	Deputy Fire Chief, Port Alberni Fire Department
Fire Chief, Beaver Creek Volunteer Fire Department	Manager of Operations
Fire Chief, Bamfield Volunteer Fire Department	Manager of Facilities
ACRD Board of Directors	City Council

External *(digital file)*:

Agency	Position
Cherry Creek Fire Department	Fire Chief
BC Ambulance Service	Unit Chief
RCMP Port Alberni Detachment	Officer in Charge
Alberni Valley Rescue Squad	President

Port Alberni Port Authority	Vice President of Operations
School District #70	Superintendent
Tseshaht First Nation	Executive Director
Hupacasath First Nation	Executive Director
Huu-ay-aht First Nation	Executive Director
Uchucklesaht Tribe Government	Emergency Program Coordinator
Toquaht Nation	Emergency Manager
Yuułuʔiłʔatḥ - Ucluelet First Nation	Executive Director
Ditidaht First Nation	Administrator
Ahousaht First Nation	Executive Director
Hesquiaht First Nation	Administrator
Tla-o-qui-aht First Nation	Administrator
Nuu-chah-nulth Tribal Council	Emergency Planning Coordinator
Island Health Authority	Environmental Health Officer
Arrowsmith Amateur Radio Club	Secretary
Paper Excellence	Health and Safety Manager
Alberni Valley Salvation Army	Officer in Charge
District of Tofino	Emergency Program Coordinator
District of Ucluelet	Fire Chief
Bamfield	Emergency Program Volunteer Team

Hard Copies:

- Emergency Program Coordinator, ACRD
- Emergency Operations Center, ACRD
- Chief Administrative Officer, ACRD
- Chief Administrative Officer, City of Port Alberni
- Fire Chief, Port Alberni Fire Department
- Fire Chief, Bamfield Volunteer Fire Department
- Fire Chief, Sproat Lake Volunteer Fire Department
- Fire Chief, Beaver Creek Volunteer Fire Department

ACRONYMS/ ABBREVIATIONS

AAR	After Action Report
ACRD	Alberni-Clayoquot Regional District
ACRD DEMP	Alberni-Clayoquot Regional District and Emergency Management Plan
BCAS	British Columbia Ambulance Service
BCEMS	British Columbia Emergency Management System
BCP	Business Continuity Plan
CF	Canadian Forces
CPA	City of Port Alberni
DEM	Disaster and Emergency Management
DFA	Disaster Financial Assistance
DND	Department of National Defense
DRR	Disaster Risk Reduction
EA	Electoral Area
EDMA	Emergency and Disaster Management Act
EMCR	Emergency Management & Climate Readiness
EOC	Emergency Operations Center
ESS	Emergency Support Services
HRVA	Hazard, Risk and Vulnerability Analysis
IC	Incident Commander
ICS	Incident Command System
MECCS	Ministry of Environment & Climate Change Strategy
MOH	Ministry of Health
MAF	Ministry of Agriculture & Food
MOTI	Ministry of Transportation and Infrastructure
NTWC	National Tsunami Warning Center
PECC	Provincial Emergency Coordination Center
PREOC	Provincial Regional Emergency Operations Center
RCMP	Royal Canadian Mounted Police
RCM SAR	Royal Canadian Marine Search and Rescue
SAR	Search and Rescue

Key Definitions

These terms are defined in accordance with the *Emergency and Disaster Management Act*.

Critical Infrastructure: means a system, network, facility, land or asset, whether physical or virtual and whether publicly or privately owned, which is necessary to protect, maintain or restore: the health, safety or well-being of persons; the environment; the economy; the security of the province; the effective functioning of any branch of government; the provision of emergency resources; a prescribed matter.

Critical Infrastructure Owner: is a person who possesses, occupies, controls the use of or has the right to control the use of critical infrastructure;

Crown land: means land, whether or not it is covered by water, that is vested in the government.

Disaster: A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts (definition provided by the United Nations Office for Disaster Risk Reduction).

Emergency: means an event that has occurred, is ongoing or appears imminent and is caused by one more incident of accident, fire, explosion, technical failure, rioting, security threat, terrorist activity, presence of transmissible disease or an environmental toxin, prescribed type of event or by the forces of nature and requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or the safety of property or of objects or sites of heritage value.

Emergency management: means the development and implementation of policies and plans with respect to the measures taken in each phase, including mitigation, preparedness, response and recovery.

Hazard: means a circumstance, condition, process, phenomenon, activity or prescribed type of thing, whether natural or human-caused, that may give rise to an emergency.

Intersectional disadvantage: means the intersection of social categorizations of persons or classes of persons, including race, economic status, sex, sexual orientation, gender identity and expression, age and ability, in ways that may result in overlapping systems of discrimination or disadvantage or disproportionate adverse effects.

Local Authority: means a municipality, a regional district, the Nisga'a Nation and a treaty First Nation

Local Knowledge: means the understanding and skills that people have developed over time with respect to their local environment.

Indigenous Governing Body: has the same meaning as in section 1 of the *Declaration on the Rights of Indigenous Peoples Act*

Regulated Entities: means a government minister, a public sector agency, a local authority and a critical infrastructure owner.

Resilience: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management (definition provided by the United Nations Office for Disaster Risk Reduction).

Volunteer: an individual who undertakes actions to a critical incident or emergency measures in relation to an emergency and is subject to the regulations, receives no monetary compensation in relation to the actions in an emergency or the time spent taking the actions or measures.

Vulnerable: in relation to an individual, animal, place or thing, or a class of individuals, animals, places or things, means the following: a) particularly susceptible, due to physical or geographic location or environmental factors, or other similar factors, to the adverse effects of an emergency; b) having prescribed characteristics.

Executive Summary

The Alberni-Clayoquot Regional District Disaster and Emergency Management Plan (ACRD-DEMP) is a comprehensive, all-hazards plan that is risk-based and sufficiently flexible to permit its use in foreseeable emergencies within the ACRD. This plan is written in accordance with provincial and local legislation and follows the BC Emergency Management System (BCEMS). It is applicable to the City of Port Alberni and Electoral Areas “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek), and “F” (Cherry Creek).

The plan identifies hazards, risks and vulnerabilities that may have a significant impact in the ACRD. Based on completed risk assessments, the plan prioritizes hazard-specific guides for:

- Earthquake
- Tsunami
- Dam Breach Flooding
- Pandemic
- Wildfire
- Public Health Crisis
- Storm / Hurricane / High Wind Event
- Extreme Heat
- Hazardous Materials Spill
- Telecommunications Interruption

For a comprehensive hazard analysis and to view risk matrices, refer to the *ACRD Hazard, Risk and Vulnerability Assessment*.

An emergency or disaster operates at two levels: the incident site and the Emergency Operations Center (EOC), which provides site support. This plan clarifies the relationship between these two levels and outlines procedures for activating staff and EOC operations. For comprehensive guidance on EOC operations, please refer to the *ACRD EOC Procedures Manual*, a companion document to this plan.

Emergent management encompasses four phases including mitigation, preparedness, response and recovery. Effective emergency management is a shared responsibility and requires an all-sectors approach, necessitating collaboration across a broad spectrum of agencies and organizations at all levels of government. Best practices in disaster and emergency management (DEM) emphasize the importance of collaboration and cooperation between local governments, First Nations, partner agencies and provincial bodies. This plan identifies the roles and responsibilities of assisting agencies directly involved in emergency response and supporting agencies which provide support in a more indirect manner.

Additionally, this plan offers an overview of financial considerations, including the process for securing Disaster Financial Assistance (DFA). Furthermore, it reviews disaster recovery procedures, and reviews the protocols for issuing emergency alerts, such as evacuation orders and declaring a State of Local Emergency.

Disaster and Emergency Management GUIDING PRINCIPLES

The ACRD-DEMP aligns with the emergency management principles outlined in the provincial *Emergency and Disaster Management Act* (EDMA). This plan recognizes that effective emergency management in British Columbia requires that the government, regulated entities, First Nations and other parties engaged in emergency management, understand the importance of strengthening cooperative relationships, and:

- a) acknowledge and respect the authority of each party,
- b) work towards harmonization and coordination of emergency measures, plans, policies and programs, and
- c) foster collaborative approaches to matters of mutual interest.

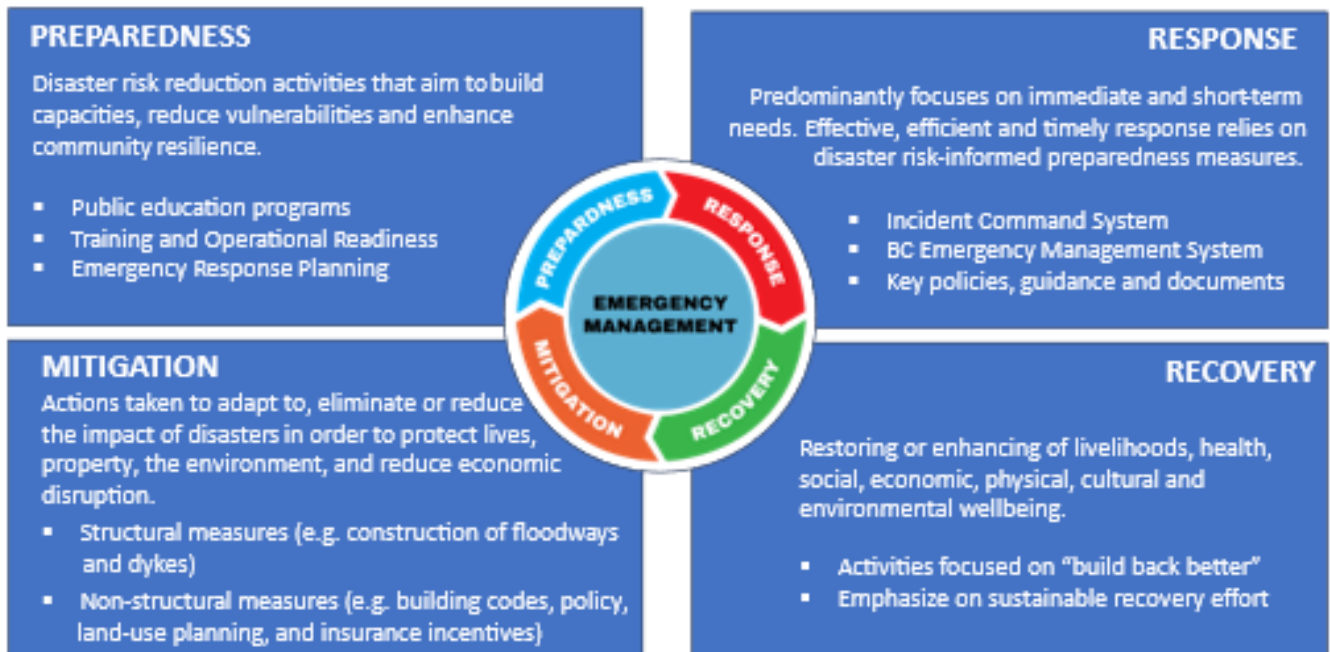
Effective emergency management in British Columbia is based on the following principles:

- a) practising emergency and disaster risk reduction, including by working proactively to prevent the creation of new risks to reduce existing and future risks and increase resilience;
- b) investing in the measures necessary to reduce the risk of an emergency occurring and to enhance the economic, social, health and cultural resilience of society and the resilience of the environment to emergencies and any related adverse effects;
- c) recognizing the relationship between a changing climate and emergency management, including recognizing that a changing climate contributes to the increased occurrence and adverse effects of some hazards and emergencies;
- d) promoting cultural safety in emergency management, including by incorporating relevant actions in emergency management plans, policies and programs;
- e) recognizing that the inherent right of self-government of First Nations includes authority to make laws in relation to emergency management;
- f) recognizing the importance of First Nation advice, input and stewardship activities in emergency management.

Phases of Emergency Management



The ACRD-DEMP acknowledge that effective emergency management encompasses four interrelated phases: mitigation, preparedness, response and recovery. Activities within one phase may occur concurrently with actions in another, creating a dynamic approach where each phase reinforces the other. Together, these phases build resilient, well-prepared communities capable of withstanding and recovering from disasters.



Mitigation

This phase involves taking measures to identify, eliminate or reduce hazards to:

- prevent emergencies from occurring, or
- minimize the scale, scope and adverse effects of potential emergencies to an extent that is reasonably practicable.

Mitigation involves a range of structural measures (i.e. building floodwalls, seismic upgrades, reinforcing buildings) and non-structural (i.e. land-use zoning, building codes and regulations) activities that strengthen community resilience. By addressing vulnerabilities before disasters

occur, mitigation reduces the potential for loss of life, property damage, and economic disruption, ultimately fostering more sustainable and disaster-resilient communities.

Preparedness

The preparedness phase includes comprehensive planning, training, and exercises aimed at protecting the economy, the environment and critical infrastructure while safeguarding the health and well-being of individuals, animals and the broader community. This phase emphasizes building knowledge, capacity and readiness to manage the impacts of disasters effectively. By enhancing the ability to anticipate, respond to, and recover from emergencies, preparedness efforts play a vital role in mitigating the adverse effects of potential crises.

Response

The response phase involves the immediate implementation of actions to address an emergency. This phase focuses on activating emergency plans and executing response operations that prevent or reduce the likelihood of further damage.

Recovery

The recovery phase includes sustainable disaster recovery activities that aim to:

- restore the health, safety and well-being of affected persons,
- protect and restore property or the objects or sites of heritage value, and
- enhance, assets, services and processes to reduce risks and increase resilience to emergencies, to an extent that is reasonably practicable.



Purpose

The purpose of this plan is to establish a comprehensive framework that guides disaster and emergency management (DEM) practices and procedures, ensuring the implementation of effective preparedness, response and recovery operations. In alignment with the British Columbia Emergency Management System (BCEMS), the ACRD will conduct response and recovery activities aimed at:

- Ensuring the safety and health of all responders
- Saving lives
- Reducing suffering
- Protecting public health
- Safeguarding critical infrastructure
- Preserving property
- Protecting the environment
- Minimizing economic and social losses

The plan assigns specific responsibilities within ACRD for preparing for, responding to, and recovery from emergencies. Moreover, it provides guidance for the immediate actions of emergency response agencies and key officials in the critical hours following an emergency.

Objectives

The objectives of this plan are designed to mitigate the impact of disasters and ensure a coordinated, efficient response and recovery process. These objectives align with broader emergency management principles: preparedness, response, recovery, and mitigation, aiming to reduce the overall impact of a disaster or emergency.

Key objectives include:

- Provide a regulatory framework.
- Establish an emergency management structure (i.e. BC Emergency Management System, Incident Command System and the Emergency Operations Centre).
- Identify the roles and responsibilities of local authorities, first responders, and assisting agencies.
- Establish emergency management principles.
- Establish activation procedures, response priorities and communication protocols.
- Outline training and exercise requirements.
- Summarize the hazards and risks assessments for our region.
- Identify requirements for local authorities in the context of emergency management.
- Establish guiding principles and best practices that facilitate effective mitigation strategies, response operations and sustainable recovery.
- Recognize the impact of climate change.
- Incorporate considerations for community vulnerabilities and resilience.
- Provide detailed procedures for specific hazards.
- Provide guidance for volunteer management, resource management, evacuation procedures, financial regulations, and recovery measures.

Scope

This plan is not designed to address routine emergency incidents typically managed by emergency response agencies. Instead, it will be activated in the event of a large-scale emergency or disaster when the response demands exceed the normal capacity of any single organization. The facilitates and coordinates response to and recovery efforts by implementing standardized management strategies across both public service and private sector agencies. The outlined tactics and strategies serve as guidelines. Unique situations may require unconventional methods, guided by sound judgment, local knowledge and past experience. This plan also prioritizes EOC activities based on the sequential order of BCEMS goals.

This plan is intended for use exclusively within the jurisdictional boundaries of ACRD and the City of Port Alberni. The EOC, as guided by this plan, provides support at the site level but does not directly control response activities where an Incident Commander (IC) is present. When there is no single site or IC, the plan serves to coordinate response and recovery activities across the ACRD.

Jurisdictional Boundaries

This plan is applicable to:

- The City of Port Alberni
- Electoral Area "A" (Bamfield) For more information see Annex D.
- Electoral Area "B" (Beaufort)
- Electoral Area "C" (Long Beach), including the following area. For more information, see Annex E:
 - Millstream
 - Mussel Beach Campground
 - Port Albion
 - Salmon Beach
 - Uplands, Midlands and Oceanfront
- Electoral Area "D" (Sproat Lake)
- Electoral Area "E" (Beaver Creek)
- Electoral Area "F" (Cherry Creek)

The ACRD boundaries are as shown below:



Authorities

Federal Legislation

- a) *Emergency Management Act*
- b) *Emergencies Act*

Emergency Management Act

Serves as the foundational legal framework for emergency management activities at the federal level. It establishes the roles and responsibilities of the federal government, particularly Public Safety Canada, in coordinating emergency management activities that impact the nation, including prevention, mitigation, preparedness, response, and recovery. The legislation outlines the powers and authorities of federal officials and agencies in times of emergency and provides a clear framework for federal leadership, coordination, and support in emergency management.

The Emergency Management Act mandates the federal government to:

1. Develop and maintain emergency management plans for federal departments and agencies.
2. Coordinate national emergency management activities with provincial and territorial governments, First Nations, private sector partners and international partners. Covers all phases of emergency management and promotes activities aimed at preventing emergencies, mitigating their impact, preparing for potential incidents, responding effectively when they occur, and supporting recovery efforts afterwards.
3. Provide leadership in emergency management and ensure that federal emergency management plans are updated and integrated into a national EM framework in place.
4. Provides the federal government with the authority to support provincial and territorial governments during emergencies, ensuring that resources, information and expertise are shared effectively.

Emergencies Act

Replacing the War Measures Act, this legislation grants the federal government special powers to respond to national emergencies. The powers are intended to be temporary and specific to the emergency at hand and may include actions such as regulating traffic, requisitioning property or controlling the distribution of goods. The act provides the government with the authority to declare a national emergency and take extraordinary measures to address situations that cannot be effectively managed under existing laws.

The act categorizes emergencies into four types:

- **Public Welfare Emergencies:** Natural disasters, public health crises, or environmental catastrophes.
- **Public Order Emergencies:** Serious threats to the security of Canada, such as civil unrest or terrorism.
- **International Emergencies:** External threats that impact Canada, including acts of intimidation or coercion by foreign entities.
- **War Emergencies:** Situations involving actual or imminent armed conflict.

Provincial Legislation

- a) *Emergency and Disaster Management Act*
- b) *Emergency and Disaster Management Regulation*
- c) *Compensation and Disaster Financial Assistance Regulation*

Emergency and Disaster Management Act

Provides a comprehensive legislative framework emphasizing the importance of disaster risk reduction (DRR) and climate adaptation in emergency management. It aligns with current best practices and standards in emergency management, highlighting the significance of coordination and collaboration among all sectors - including various levels of government, First Nations, non-government organizations and the private sector.

It integrates the principles of reconciliation, values First Nation and local knowledge, outlines government powers during emergencies, encourages public preparedness through proactive community engagement and focuses on a resilience-based approach. The act accounts for all four phases of emergency management, clarifies roles and responsibilities, considers vulnerabilities and promotes an integrated approach to emergency management to ensure effective mitigation, preparedness, response and sustainable recovery.

Emergency and Disaster Management Regulation

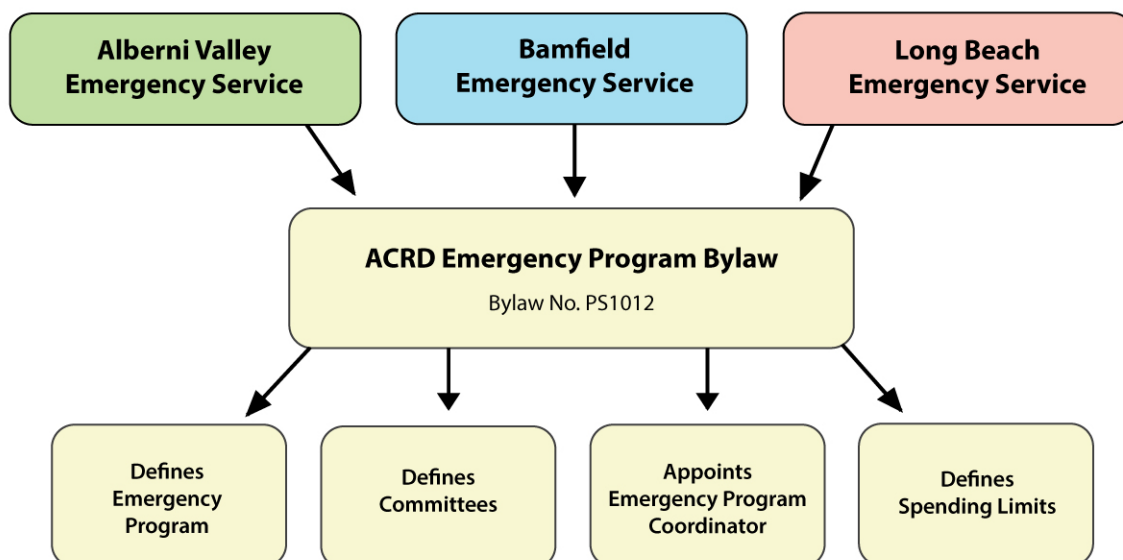
Provides further clarification of the Emergency and Disaster Management Act.

Compensation and Disaster Financial Assistance Regulation

Provides a framework for financial assistance to individuals, businesses, local governments, and other organizations that suffer eligible losses or incur expenses as a result of a disaster. The regulation outlines the criteria, processes, and conditions under which financial assistance may be granted, helping to alleviate the financial burden on those affected by disasters.

Local Legislation

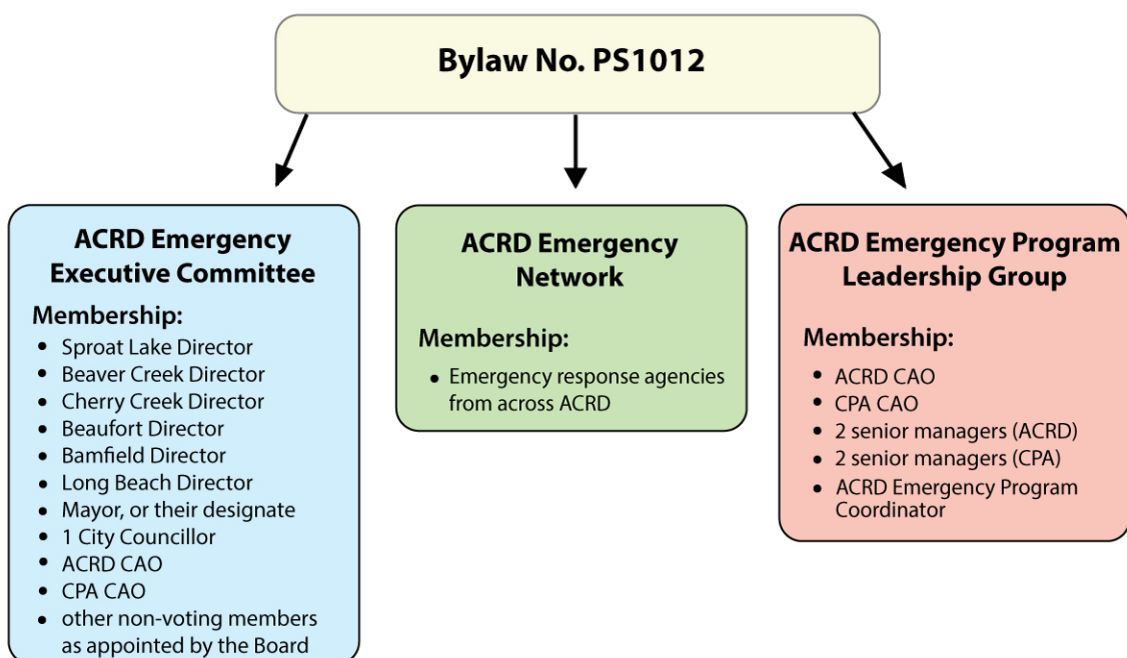
- a) City of Port Alberni Bylaw No. 4836 *"City of Port Alberni Emergency Plan Bylaw", 2014.*
- b) Alberni-Clayoquot Regional District Bylaw No. 788 *"A bylaw to establish and operate the extended service of Emergency Programs for the Alberni-Clayoquot Regional District".*
- c) Alberni-Clayoquot Regional District Bylaw No. E1059 *"A bylaw to establish a service to provide for Emergency Planning and Response for Electoral Area "C" (Long Beach)".*
- d) Alberni-Clayoquot Regional District Bylaw No. E1060 *"A bylaw to establish a service to provide for Emergency Planning and Response for Electoral Area "A" (Bamfield)".*
- e) Regional District of Alberni-Clayoquot By-law No. PS1012, *"Alberni-Clayoquot Regional District Emergency Program Regulatory Bylaw No. PS1012, 2023".*



ACRD Emergency Management Organizational Structure

The ACRD Emergency Program is comprised of:

- Emergency Program Executive Committee
- Emergency Network
- Emergency Program Leadership Group
- Emergency Program Coordinator



Emergency Program Executive Committee

Provides strategic direction to the Emergency Program Leadership Group, recommends the appointment of non-voting ex-officio members to the Board, and reviews and recommends to the Board adoption of emergency plans. It advises the Board on budget, policy, infrastructure needs and other issues relating to the service. Membership is outlined in the *Alberni-Clayoquot Regional District Emergency Program Regulatory Bylaw PS1012*.

Emergency Network

The Emergency Network is established to facilitate communication, collaboration and coordination across multi-sectoral organizations, including local governments, First Nations, response agencies, partner organizations and provincial bodies.

Emergency Program Leadership Group

Is an advisory group established to provide direction, set goals, and determine objectives for the ACRD emergency management services. It provides a communication link between local governments and provides leadership support for staff participation as it relates to emergency planning. Moreover, it provides recommendations to the Emergency Program Executive Committee.

The ACRD Emergency Program Coordinator

The coordinator is identified as the Protective Services Manager. This position facilitates emergency mitigation, preparedness, response and recovery measures.

Related Plans, Manuals & Guidelines

This plan should be read in conjunction with:

- ACRD EOC Procedures Manual
- Alberni Valley Evacuation Plan
- West Coast Evacuation Plan
- ACRD Emergency Support Services Plan & Manual
- ACRD Hazard, Risk and Vulnerability Assessment
- ACRD Community Wildfire Protection Plan (Alberni Valley & Bamfield)
- ACRD Long Beach Community Wildfire Resiliency Plan
- ACRD & CPA Accessibility Plan
- BC Hydro Emergency Planning Guide: Elsie Dam
- The Paper Excellence (Catalyst Paper) Dams Emergency Preparedness Plan
- Bamfield Marine Science Centre Emergency Response Plan
- Canadian Coast Guard Tsunami Contingency Plan
- Emergency Response Plans for all 10 First Nations in the ACRD
- Provincial guidance, policies and procedures, including but not limited to:
 - Legislative emergency acts and regulations
 - EMCR Emergency Support Services Program Guide
 - BC Emergency Management System
 - Emergency Operations Centre Operational Guidelines
 - Guide for Declaring a State of Local Emergency in British Columbia
 - Evacuation Operational Guide for First Nations and Local Authorities in BC
 - Managing Access to Areas Under Evacuation Order
 - Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations
 - Compensation and Disaster Financial Assistance Regulation.
 - Emergency and Disaster Management Act
 - Guide for Transitioning to a Local Recovery Period
 - Disaster Recovery Guide for Local Authorities and First Nations
 - EDMA Response and Recover Powers
 - Community Re-entry Considerations: Reference Guide

Responsibility for the Plan

The ACRD Emergency Program Coordinator is responsible for ensuring that the plan is updated when required.

Amendments to the Plan

This plan will undergo revisions whenever:

- Provincial requirements change;
- Community hazards or vulnerabilities change;
- Regional government structure and/or policies changes; and
- Exercises, drills or emergencies reveal shortfalls in policies or procedures.

When changes or amendments are made, the plan will be updated, and copies will be provided to those on the distribution list.

MITIGATION AND PREPAREDNESS

Critical Infrastructure Owner Responsibilities

EDMA defines critical infrastructure as a system, network, facility or asset, whether physical or virtual and whether publicly or privately owned considered necessary to protect, maintain or restore one or more of the following:

- the health, safety or well-being of persons;
- the environment;
- the economy;
- the security of the province;
- the effective functioning of any branch of government;
- the provision of emergency resources;
- a prescribed matter.

According to the *National Strategy for Critical Infrastructure*, examples of critical infrastructure include energy and utilities, finance, food, transportation, government, information and communication technology, health, water, safety, environment, and manufacturing.

Regarding critical infrastructure and as part of effective emergency management planning measures, EDMA outlines that a critical infrastructure owner is responsible for the following if required by regulations:

- Prepare and maintain a risk assessment with respect to the types of hazards that may affect the critical infrastructure
- Prepare, maintain and implement an emergency management plan, and
- Prepare and maintain a business continuity plan.

Further legislative details on the requirements of critical infrastructure owners as it relates to mitigation and preparation phases of emergency management, can be found in Section 48, 49 and 50.

Mitigation and Preparedness Requirements

In accordance with EDMA, local authorities and critical infrastructure owners must:

- Prepare and maintain an **emergency management plan** (EDMA, Section 52)
- Prepare and maintain **business continuity plans** (EDMA, Section 53)
- **Consult and cooperate with First Nations** (EDMA, Section 55) that acts on behalf of First Nations whose traditional territory or treaty area includes: a) an area or people in an area that may be affected by a hazard that is required to be included in the risk assessment or b) an area to which the emergency management plan applies.
- Conduct a emergency management **training and exercise program** (EDMA, Section 52)

- Prepare and maintain **risk assessments** (EDMA, Section 51) that include the identification of all reasonably foreseeable hazards, the extent to which the hazard is likely and the potential scale and scope of consequences for persons, property or heritage sites. Risk assessments should consider vulnerable populations (individuals, animals, places or things) and address the potential that disaster impacts may be disproportionate to those individuals who experience intersectional disadvantages.

Risk assessments will be based on:

- Studies and surveys
- Local and First Nation knowledge
- Climate change

Further legislative guidance can be reviewed in *EDMA, Part 4: Mitigation and Preparedness Phases*.

Emergency Management Plans

The purpose of an emergency management plan is to establish a comprehensive framework to guide organizations in effectively preparing for, responding to, and recovering from emergencies or disasters. It details the roles, responsibilities, procedures, and resources necessary to mitigate risks, protect lives, minimize property damage, and ensure the continuity of essential services. By providing clear instructions for coordinated action, the plan reduces confusion, enhances communication, and strengthens resilience during a disaster.

Business Continuity Plans

All ACRD and CPA departments have critical roles in emergency management across all phases, including mitigation, preparedness, response, and recovery. These responsibilities involve not only immediate emergency response operations but also ensuring sustainable, long-term resilience. Each department and local government are responsible for developing a comprehensive business continuity plan (BCP) to ensure the continuation of core operations and essential services during and after an emergency.

Business continuity plans ensure that essential services, such as public safety, communication, infrastructure operations and public health, remain functional during an emergency. Departments are expected to identify key personnel, resources, and procedures to minimize disruptions and sustain operations under emergency conditions.

Coordination between departments and agencies is also essential to ensure a seamless, integrated response and recovery process, optimizing resource allocation and reducing the overall impact on the community. By taking proactive steps in planning and continuity, departments enhance regional resilience, ensuring that they are well-prepared to mitigate risks, respond effectively, and recover efficiently.

In accordance with EDMA, a critical infrastructure owner must outline the following in their BCP:

- Describe the essential systems, networks, facilities and assets that must remain operational during an emergency
- Determine the level of services that must be provided

- Determine the measures to be taken to ensure the continuation of services
- Develop a targeted timeline for the restoration of services if they should be interrupted or discontinued

For additional legislative requirements on business continuity plans, read Section 53 in EDMA.

First Nation Engagement Requirements

EDMA includes First Nation engagement requirements that foster relationship-building and integrate First Nation knowledge and cultural safety across emergency management practices. This approach respects the inherent rights of First Nations, enhances emergency management outcomes, encourages policy improvements that reflect lived experience, and addresses the disproportionate impacts of emergencies on First Nation communities.

Regulated entities, as defined in EDMA, are required to consult and cooperate with Indigenous governing bodies (IGBs) across all phases of emergency management.

During response and recovery, consultation and cooperation with IGBs are required to exercise land and property-based response powers for:

- Evacuation alerts, orders and rescissions
- Use of land or property
- Travel restrictions

First Nations continue to manage emergencies on reserve lands and are recognized as decision-makers in traditional territories. Modern Treaty Nations have equivalent rights, powers, duties and obligations as local authorities for the purposes of emergency management in respect of their treaty lands.

However, immediate actions may proceed *without consultation* if there is:

- Imminent risk of loss of life
- Imminent risk of injury to individuals or animals
- Immediate risk of significant loss or damage to property

In such cases, local authorities must engage with IGBs as soon as possible after action is taken, and rationale must be included in post-event reporting.

Training and Exercises

Consistent, standardized training is essential for an effective emergency program. In accordance with the *Emergency and Disaster Management Act*, the ACRD will conduct emergency management training and exercise.

Emergency plans are exercised to enhance operational readiness by:

- Validating the objectives of the emergency plan
- Testing systems, procedures, and equipment
- Identifying operational, resource and training gaps
- Clarifying roles and responsibilities
- Improving inter-agency coordination and communication

The ACRD will deliver a minimum of one emergency exercise and/or training event annually.

Types of training may include:

Orientation

A type of onboarding designed to introduce new employees, volunteers and members to the organization, the policies, procedures, equipment, and specific roles of emergency management. The primary purpose is to familiarize participants with an understanding of their roles and responsibilities and provide an overview of the structure.

Courses and training sessions

Traditional instructor-led sessions where participants learn through lectures, presentations, and discussions. It often includes handouts, manuals, and multimedia presentations. Courses and training sessions can be delivered in a classroom, in-person or online and may include quizzes, video demonstrations, exams and/or assignments.

Workshops

Interactive sessions where participants engage in hands-on activities, group discussions, and scenario planning. Workshops often focus on developing specific skills or creating actionable plans,

Seminars and Conferences

Formal gatherings where experts deliver presentations on various aspects of emergency management. These events provide opportunities for networking, learning about new trends, and sharing best practices.

Webinars

Web-based seminars designed to educate, inform, or engage an audience through live presentations, discussions, and interactive features such as Q&A sessions and polls.

Types of exercises may include:

Drills (operations-based)

It is a coordinated, supervised, practical exercise that focuses on a single, specific skill or procedure, such as a fire drill, lockdown, or earthquake drill. These drills provide hands-on experience in a controlled environment. It is not necessary to activate the EOC, and its purpose is to practice specific response procedures.

Tabletop exercises (discussion-based)

A discussion-based session where participants walk through hypothetical emergency situations to test plans, procedures, and decision-making processes. These are often informal, focused on strategic thinking and designed to elicit constructive discussions as participants examine and resolve problems based on existing operational plans. Tabletop exercises lend themselves to a broad discussion of policies and procedures, provide an opportunity for participating organizations and staff to become acquainted with one another and are good preparation for more complex exercises.

Functional exercises (operations-based)

Advanced, interactive exercise that tests the capabilities of an organization during a simulated event. It is designed to create a realistic incident in a controlled environment without full-scale field deployment, and it often involves the coordination of multiple agencies and the operational response of several emergency management functions.

Full-scale exercises (operations-based)

It is a comprehensive, realistic exercise that involves the actual deployment of resources, equipment, and personnel in the field. It simulates real-world emergency situations and is designed to test all aspects of emergency management systems and response operations, including communication, coordination, decision-making, documentation, and full-scale operations of a coordinated multi-agency response.

Risk Assessments: Hazards, Risks and Vulnerabilities

Requirement

The Hazard, Risk and Vulnerabilities Assessment (HRVA) is a requirement established in EDMA and is a critical part of every emergency management program. As outlined in EDMA, risk assessments must identify all reasonably foreseeable hazards and assess all of the following:

- the extent of the risk that each hazard presents, including
 - the likelihood that an emergency may occur, and
 - the potential scale and scope of each emergency identified
- the potential consequences for persons or property, or for objects or sites of heritage value, if an emergency occurs, giving special consideration to
 - individuals who may experience intersectional disadvantage, and
 - vulnerable individuals, animals, places or things;

Purpose

The purpose of an HRVA is to help make risk-informed decision-making by identifying vulnerabilities, mitigating hazards and preparing for response to, and recovery across a range of potential hazard events. An HRVA is the foundational documentation of disaster risk reduction strategies and should inform both strategic and emergency response plans. The objective of an HRVA is to guide decisions on mitigating risks, enhancing preparedness, improving effective response activities and ensuring equitable and sustainable recovery measures from hazards that pose a risk to the region.

Structure

An HRVA is a cross-section assessment of:

- **Hazards:** these are sources of potential harm or situations with a potential for causing harm, in terms of human injury; damage to health, property, the environment, and other things of value; or some combination of these.
- **Consequences:** refers to the cumulative impacts a hazard may have on the community.
- **Likelihood:** reflects the frequency of a hazard within a given timeframe (and not the possibility of the hazard occurring in any given year).
- **Vulnerability:** refers to the people, property, infrastructure, industry, resources, or environments that are particularly susceptible to the adverse impact of a hazard.
- **Risk** refers to the likelihood that a hazard will occur, as well as the severity of possible impact on health, property, economics, infrastructure, the environment, social systems or well-being.

Risk Assessment Matrices

The HRVA provides a critical analysis of the likelihood and consequences of a hazard. The following are the risk matrices for the Alberni Valley, Electoral Area 'A' (Bamfield) and Electoral Area 'C' (Long Beach):

Table 5: Alberni Valley Risk Matrix						
Consequence		Insignificant (1)	Minor (2)	Major (3)	Significant (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	Motor Vehicle Incident				
	Likely (4)	- Fog - Lake, River, and Stream Flooding - Lightning	- Extreme Cold - Drought - Air Quality - Structure Fire - Space Weather - Freezing Rain or Drizzle - Marine Vehicle Incident	- Storm Water Flooding - Cybersecurity Threat		
	Possible (3)	- Electrical Outage - Water Service Interruption	- Animal Disease - Ground Transportation Route Interruption - Snowstorm and Blizzards - Plant Disease and Pest Infestation - Landslide/Debris Flow	- Extreme Heat - Hurricane/High Wind Event - Telecommunications Interruption - Wildfire	Earthquake (6.0)	
	Unlikely (2)	- Avalanche - Major Planned Event - Public Disturbance - Aircraft Incident - Structure Failure	- Flash Flooding - Land Subsidence and Sinkholes - Fuel Source Interruption - Food Source Interruption - Explosion - National Security Threat - Coastal/Shoreline Flooding - Industrial Fire	- Public Health Crisis - Human Disease - Hazardous Materials Spill	Wastewater Collection/Disposal Interruption	
	Improbable/Rare (1)	- Hail - Ash Fall - Seiche - Storm Surge	- Submarine Slides - Dike/Berm Failure	Dam and Spillways Failure	- Tsunami - Liquefaction	- Cascadia Subduction Zone Earthquake - Nuclear Incident

Table 6: Bamfield Risk Matrix						
Consequence		Insignificant (1)	Minor (2)	Major (3)	Significant (4)	Catastrophic (5)
Likelihood	Almost Certain (5)					
	Likely (4)	- Fog - Electrical Outage - Motor Vehicle Incident - Lightning - Water Service Interruption	- Extreme Cold - Drought - Space Weather - Marine Vehicle Incident	Hurricane/High Wind Event		
	Possible (3)		- Air Quality - Ground Transportation Route Interruption - Cybersecurity Threat - Coastal/Shoreline Flooding - Plant Disease and Pest Infestation - Landslide/Debris Flow	- Wildfire - Extreme Heat - Telecommunications Interruption	Earthquake (6.0)	
	Unlikely (2)	- Lake, River, and Stream Flooding - Public Disturbance - Space Weather - Aircraft Incident - Wastewater Collection/Disposal Interruption	- Snowstorm and Blizzards - Storm Water Flooding - Flash Flooding - Structure Fire - Storm Surge - Fuel Source Interruption - Food Source Interruption - Industrial Fire - Freezing Rain or Drizzle - Submarine Slides	- Public Health Crisis - Human Disease - Hazardous Materials Spill		
	Improbable/Rare (1)	- Hail - Avalanche - Ash Fall - Seiche - Major Planned Event - National Security Threat - Structure Failure	- Animal Disease - Land Subsidence and Sinkholes - Explosion		- Tsunami - Liquefaction	- Cascadia Subduction Zone Earthquake - Nuclear Incident

Table 7: Long Beach Risk Matrix					
Consequence	Insignificant (1)	Minor (2)	Major (3)	Significant (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	Motor Vehicle Incident			
	Likely (4)	- Lightning - Fog	- Drought - Extreme Cold - Space Weather - Marine Vehicle Incident	Hurricane/High Wind Event	
	Possible (3)	Electrical Outage	- Ground Transportation Route Interruption - Air Quality - Cybersecurity Threat - Coastal/Shoreline Flooding - Freezing Rain or Drizzle - Plant Disease and Pest Infestation - Landslide/Debris Flow	- Wildfire - Telecommunications Interruption	Earthquake (6.0)
	Unlikely (2)	- Storm Water Flooding - Flash Flooding - Storm Surge - Major Planned Event - Explosion - Aircraft Incident	- Structure Fire - Snowstorm and Blizzards - Food Source Interruption - Wastewater Collection/Disposal Interruption - Industrial Fire - Hail - Lake, River, and Stream Flooding - National Security Threat - Water Service Interruption - Fuel Source Interruption - Submarine Slides	- Human Disease - Public Health Crisis - Hazardous Materials Spill - Extreme Heat	
	Improbable /Rare (1)	- Animal Disease - Avalanche - Land Subsidence and Sinkholes - Seiche - Structure Failure - Ash Fall		- Tsunami - Liquefaction	- Cascadia Subduction Zone Earthquake - Nuclear Incident

Hazard Risk Identification

The following hazards have been identified as the *most consequential* within the ACRD:

- Earthquake
- Tsunami
- Liquefaction
- Wildfire
- Nuclear Incident
- Public Health Crisis
- Human Disease
- Hurricane/High Wind Event
- Extreme Heat
- Hazardous Materials Spill
- Telecommunications Interruption

The following hazards have been identified as the *most likely to occur* within the ACRD:

- Drought
- Storms, Freezing Rain & Lightning
- Motor & Marine Vehicle Incidents
- Air Quality
- Cyber Security Threat
- Electrical Outage
- Extreme Weather
- Landslide
- Ground Route Transportation Interruption
- Plant Disease and Pest Infestation
- Space Weather

Other top hazards that are unique to the Alberni Valley as outlined in the ACRD HRVA are stormwater flooding, wastewater collection/disposal interruption, dam/spillway failure, structure fires, animal disease and lake, river and stream flooding.

For a comprehensive hazard analysis and to view the outlined hazards in depth, including their descriptions and associated risks, refer to the ACRD HRVA.

Annex A contains details on hazard-specific response procedures.

Climate Change Impacts on Risk Assessments

This plan recognizes that hazards associated with a changing global climate may influence local risks.

Climate change may include the onset of:

- High-intensity precipitation/ storm surge
- Increase in hot and dry conditions/ drought/ water scarcity
- Longer dry season
- Increase in flooding
- Rising sea level

The following are some of the key hazards that are likely to become more frequent or severe in the future as a result of climate change:

Wildfires

- **Increased Risk:** Rising temperatures, prolonged dry periods, and changing precipitation patterns contribute to drier conditions in forests and surrounding areas, making them more susceptible to wildfires.
- **Impact:** Wildfires pose significant threats to homes, infrastructure, and natural resources, and they can lead to air quality issues due to smoke.

Flooding

- **Increased Risk:** Climate change is expected to bring more intense and frequent rainfall events, leading to an increased risk of both riverine and flash flooding.
- **Impact:** Flooding can damage infrastructure, homes, and agricultural lands, and disrupt transportation routes. Coastal areas may also face an increased risk of flooding due to rising sea levels.

Landslides

- **Increased Risk:** Heavier and more frequent rainfall, combined with the potential for more frequent freeze-thaw cycles, can increase the likelihood of landslides in the region's hilly and mountainous areas.
- **Impact:** Landslides can destroy property, cut off access to communities, and lead to long-term environmental degradation.

Storm Surges and Coastal Erosion

- **Increased Risk:** Rising sea levels and more intense storms could lead to higher storm surges and accelerated coastal erosion, particularly in low-lying coastal areas.

- **Impact:** Coastal erosion can threaten infrastructure, homes, and ecosystems, and storm surges can cause significant flooding and damage in coastal communities.

Heatwaves

- **Increased Risk:** The frequency and intensity of heatwaves are expected to rise due to climate change, leading to periods of extreme heat that can have severe health, environmental, and agricultural impacts.
- **Impact:** Heatwaves can pose serious health risks, particularly to vulnerable populations, and can also exacerbate drought conditions, increasing the risk of wildfires.

Drought

- **Increased Risk:** Changes in precipitation patterns, combined with higher temperatures, are likely to lead to more frequent and severe droughts.
- **Impact:** Droughts can reduce water availability, impact agriculture, increase the risk of wildfires, and strain local water resources.

Ecosystem Changes

- **Increased Risk:** Climate change can lead to shifts in ecosystems, altering the prevalence and behavior of certain pests, diseases, and invasive species, which can have knock-on effects on agriculture, forestry, and public health.
- **Impact:** Changes in ecosystems can disrupt local economies, affect biodiversity, and lead to new public health challenges.

The ACRD is likely to face a range of increased emergency hazards due to climate change. These hazards will require proactive planning, mitigation and climate adaptation efforts to protect communities, infrastructure, and the natural environment from the growing impacts of climate change.

Mitigation and Emergency Preparedness Considerations

In emergency management, key concepts such as risk management, vulnerability, resilience, and disaster risk reduction are foundational in shaping effective migration and preparedness strategies.

- **Risk Management:** This involves a variety of strategies to manage and reduce potential hazard impacts.
- **Vulnerability:** The susceptibility of individuals and communities to harm from disasters, often influenced by social, economic, and physical factors.
- **Resilience:** The ability to withstand, adapt to, and recover from disasters.
- **Disaster Risk Reduction:** A comprehensive approach aimed at decreasing both the likelihood and consequences of disasters by addressing the underlying factors that contribute to risk.

Applying effective risk management techniques, reducing vulnerability, enhancing resilience and implementing robust disaster risk reduction strategies and emergency management practices can significantly mitigate disaster impacts and ensure that our communities are better prepared to respond and recover.

Risk Management Mitigative Strategies

Risk management involves four primary approaches to handle hazard impacts:

- **Risk Acceptance:** acknowledge the existence of a risk and accept its potential consequences as an unavoidable occurrence without taking any steps to mitigate or transfer the risk. Typically used when the cost to mitigate outweighs the potential loss.
- **Risk Reduction:** taking proactive measures to decrease the likelihood of a risk from occurring or to minimize its impact if it does occur. Focus on mitigating vulnerabilities and enhancing risk.
- **Risk Transfer:** transferring risk or financial burden to another party or entity, such as through insurance.
- **Risk Avoidance:** taking action or making decisions that eliminate the exposure to risk. Often used when the risk is high and unacceptable and when avoidance is possible, such as land-use planning and zoning, relocation programs, building bylaws and burning bans.

Impacts of Vulnerability Factors

The same emergency can have different impacts on individuals based on the vulnerabilities of those affected. Vulnerabilities arise from a combination of physical, social, economic, and environmental factors that can amplify the adverse effects of hazards on individuals, communities, assets or systems.

Types of vulnerability include:

Physical Vulnerability: the susceptibility of buildings, infrastructure, and physical assets to damage or destruction during a disaster (e.g., homes in flood zones, infrastructure in seismic areas). For example, the ACRD's limited road access could significantly disrupt response and supply routes if highways and public access routes are closed. The potential of an extended road closure is a physical vulnerability that should be considered during emergency planning.

Social Vulnerability: social determinants such as age, health, disability, gender, ethnicity and social capital affect an individual's ability to respond and recover.

Economic Vulnerability: financial capacity of individuals, households, and communities, which can affect their ability to prepare for, respond to, and recover from emergencies (e.g., low-income households).

Environmental Vulnerability: the degradation of natural resources and ecosystems, which can increase disaster risks (e.g., deforestation leading to increased flood risk).

Vulnerability is dynamic and can evolve as factors shift over time. Intersecting factors, such as age, disability, income, and gender, can overlap, compounding an individual's or community's susceptibility to harm during emergencies.

While an individual or group's vulnerability will differ depending on the specific hazard, the following populations have been identified as generally being at higher risk during emergencies and often experience disproportionate impacts:

- Persons over 65 years of age
- Infants and children
- Women
- People with mobility and/or accessibility needs
- Low-income households
- Unhoused populations

Reducing vulnerability requires implementing strategies that build capacities, promote inclusivity, enhance resilience, and provide equitable access to resources. Strengthening community resilience involves reducing vulnerabilities, addressing disparities, fostering social cohesion, empowering community members and ensuring inclusive mitigation, preparedness, response, and recovery efforts.

The provincial *Accessible BC Act* underscores the importance of removing barriers to accessibility for British Columbians with disabilities. The ACRD and City of Port Alberni and each developed plans that outline actions and strategies to identify, remove and prevent barriers faced by people with disabilities. The respective plans offer recommendations on how to reduce or eliminate barriers and to advance inclusion in our communities. Emergency management practices will be developed and implemented to ways that ensure accessible access to resources, support and services. For more information, reference the *ACRD Accessibility Plan* at: <https://www.acrd.bc.ca/accessibility>.

Resilience

Resilience is the capacity of a system, community or society to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner. This includes preserving and restoring essential structures and systems through effective risk management. Enhancing resilience is vital for safeguarding the economic, social, health, cultural and environmental well-being of persons, communities, assets or systems.

Building resilience is a collective effort that involves empowering citizens, organizations, communities, governments, and other entities to share disaster risk reduction responsibilities.

A whole-of-system approach that is multisectoral, inclusive and accessible strengthens resilience by leveraging existing capacities, assets, and capabilities to reduce vulnerability and risk.

Further information can be viewed in the *Alberni-Clayoquot Regional District Hazard, Risk and Vulnerability Assessment and Risk Reduction Strategy Report*.

Disaster Risk Reduction (DRR)

DRR involves the practice of minimizing disaster risks through:

- Conducting risk assessments and systematically analyzing hazards to manage the causal factors that contribute to disasters
- mitigating and preventing exposure to hazards
- improving preparedness measures
- enhancing emergency planning through effective coordination of response operations
- reducing vulnerabilities within communities and systems
- building resilience into policies, plans, programs and budgets
- implementing recovery measures that are culturally safe, equitable and sustainable

This plan aligns with the goal of the *Sendai Framework for Disaster Risk Reduction*, which is to prevent new and reduce existing disaster risks through the implementation of integrated and inclusive economic, structural, legal, social, health, cultural, educational, environmental, technological, political and institutional measures that prevent and reduce hazard exposure and vulnerability to disaster, increase preparedness for response and recover and thus strengthen resilience.

Disaster Risk Reduction Strategies

DRR strategies encompass various approaches and actions aimed at minimizing vulnerabilities and reducing disaster risks, thereby preventing or mitigating hazard impacts. Below are examples of key DRR strategies:

- **Prevention and Mitigation**
 - **Structural Measures:** Construction of physical infrastructure such as dams, levees, flood barriers, earthquake-resistant buildings, and firebreaks.

- **Non-Structural Measures:** Implementation of policies, regulations, and land-use planning to restrict development in high-risk areas, uphold building codes, and promote sustainable practices.
- **Ecosystem-Based Approaches:** Leveraging natural systems such as reforestation and wetland restoration to buffer against floods and storms.
- **Preparedness**
 - **Early Warning Systems:** Establishing and maintaining systems that provide timely and accurate hazard warnings, enabling early action and evacuation.
 - **Public Awareness and Education:** Conducting community outreach, education campaigns, and training programs to raise awareness about risks and promote preparedness actions.
 - **Emergency Planning:** Developing and regularly updating emergency response plans, building resource capacity and developing, and communication strategies.
- **Response**
 - **Coordination and Communication:** Enhancing communication and coordination among emergency services, government agencies, First Nations, NGOs, the private sector and the public during disaster response efforts.
 - **Consultation:** Developing inclusive response measures, incorporating consultation with First Nations and multijurisdictional collaboration.
- **Recovery**
 - **Inclusivity and Equitability:** Ensuring all community members have equitable access to support services and resources.
 - **Local Knowledge:** Implementing long-term disaster recovery measures that consider the experiences and knowledge of local residents.
 - **Cultural Safety:** Implementing culturally appropriate emergency management practices that provide comfort and reduce unintended harm.
 - **Sustainable Disaster Recovery:** Rebuilding infrastructure, housing, and services in a way that reduces future risks (e.g., building back better).
 - **Psychosocial Support:** Providing mental health services and community support to help individuals and communities recover emotionally and socially from disaster impacts.

DISASTER AND EMERGENCY RESPONSE

Emergency response refers to actions taken in direct response to an imminent or occurring emergency or disaster in order to manage the impacts. This phase involves measures aimed at minimizing loss of life, reducing suffering, and limiting injury and property damage.

Further legislative guidance on the response phase can be reviewed in *EDMA, Part 5: Provincial Response and Recovery Phase*.

Key Components of the Response Phase

Effective response measures ensure that actions are effective, timely and well-coordinated to reduce the impacts on lives, property, the economy, and the environment.

Key elements guiding the response phase include:

- **Standardized Response Management:** Utilizing a standardized response management structure based on the British Columbia Emergency Management System and Incident Command System to ensure clear roles, responsibilities, and coordination.
- **Health and Safety of Responders:** Prioritizing the health and safety of emergency responders at all times, including access to personal protective equipment, proper rest and rehabilitative measures, and access to mental health support.
- **Addressing Vulnerabilities:** Recognizing that disaster impacts will affect people differently. Individuals with specific characteristics may be more vulnerable than others, influencing their capacity to respond and recover.
- **Multi-Agency Coordination:** Ensuring integration and collaboration across all levels of government, First Nations, non-governmental organizations and private sector partners.
- **Effective Communication:** Facilitating and sharing timely and transparent information between emergency responders, government agencies, and the public with clear updates and instructions.
- **Equitable and Efficient Resource Allocation:** Distributing resources efficiently, prioritizing critical needs and ensuring appropriate and equitable distribution of personnel, equipment, and supplies.
- **Community Engagement and Volunteer Support:** Engaging volunteers and community involvement, incorporating local knowledge and support to enhance response and recovery efforts.

BC Emergency Management System (BCEMS)

British Columbia Emergency Management System (BCEMS) provides a standardized, organized approach to emergency management in BC. By defining clear guidelines and protocols for the development, coordination and implementation of emergency management programs, BCEMS enhances collaboration across all levels of government, First Nations, NGOs, and the private sector ensuring a consistent and effective response to emergencies and disasters throughout British Columbia.

Purpose

The purpose of the BCEMS is to provide a standardized, comprehensive framework for managing emergencies and disasters across the province. BCEMS emphasizes the four pillars of emergency management: mitigation, preparedness, response and recovery and views these as a continuous process of interconnected phases. Each phase may occur sequentially or, in some cases, concurrently, but they are not interdependent of each other.

Guiding Principles

The fundamental values that influence BCEMS are:

- Health and safety
- Shared responsibility
- All-hazards approach
- Collaboration and stakeholder engagement
- Common approach
- Clear communication
- Continuous improvement

Response Goals

There are eight BCEMS response goals, which are designed to guide decision-makers in prioritizing response operations. The goals are listed in order of priority:

1. Ensure the health and safety of responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

Incident Command System (ICS)

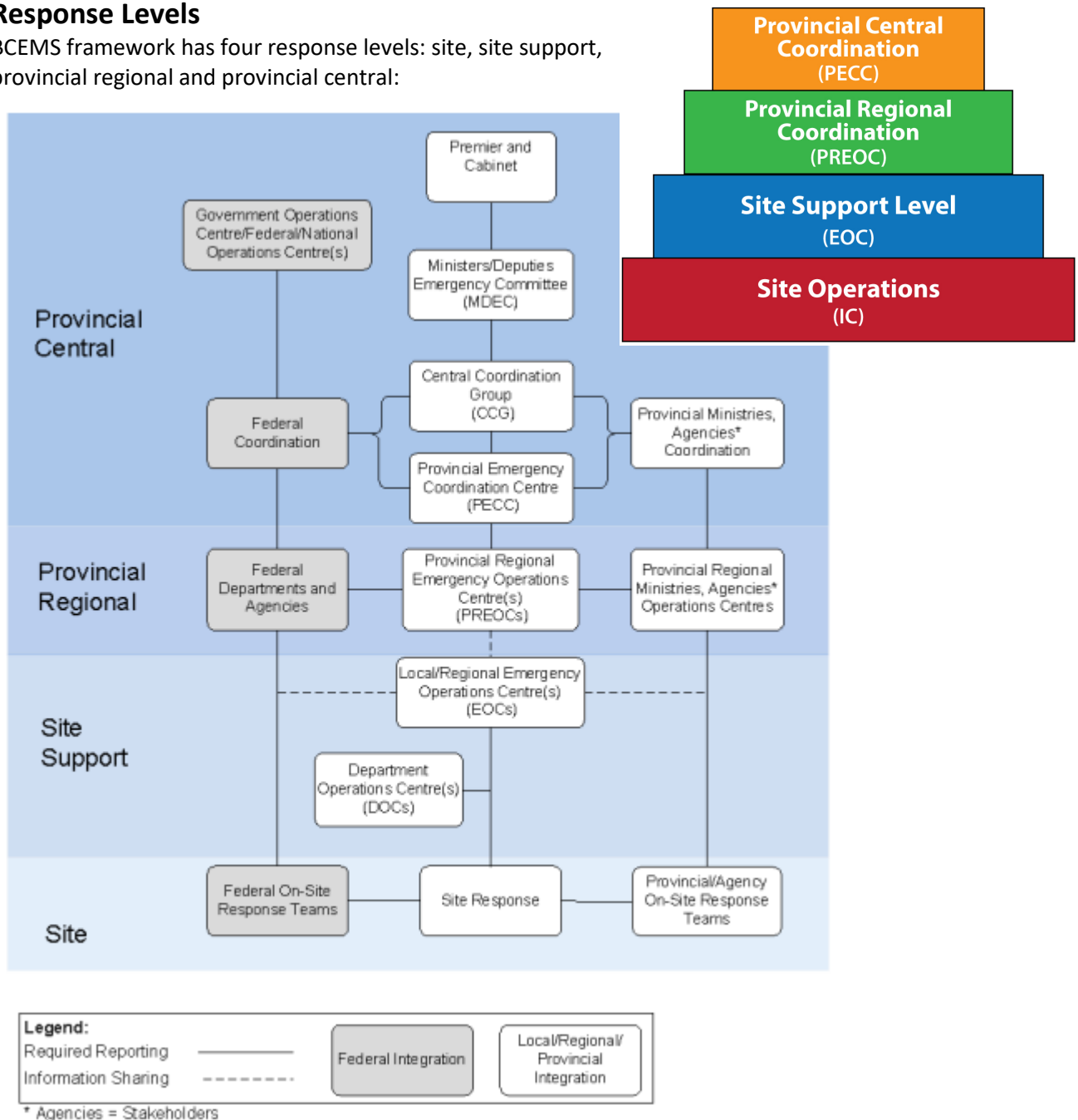
BCEMS is built upon the Incident Command System (ICS), an organizational structure widely adopted by first responders and emergency management programs throughout North America. Its mission is to facilitate the use of a proactive, collaborative, and integrated approach to emergency management to minimize loss and promote effective response and recovery in BC.

The ACRD-DEMP follows the principles of the Incident Command System (ICS) as it provides for:

- Common terminology and standardized organizational structure
- Modular organization that expands or contracts based on the type and size of the incident
- Establishment and transfer of command
- Unity and chain of command (single or unified)
- Management by objectives
- Response prioritization through the development of action plans
- Management of personnel, resources, information and communication

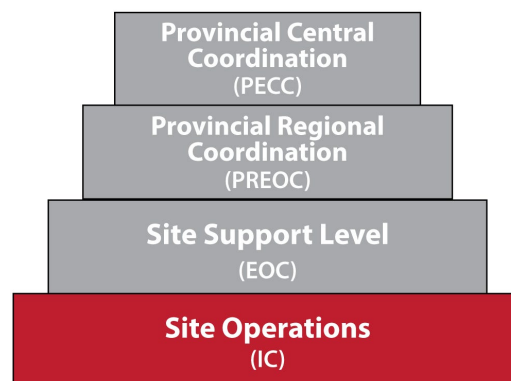
Response Levels

BCEMS framework has four response levels: site, site support, provincial regional and provincial central:



Site Level

Manages the tactical response to the incident and reports directly to the Incident Commander (IC). The IC is responsible at all times for the overall direction of the activities at the site including setting priorities, developing strategies, assigning tasks, and ensuring the safety of personnel. Site operations are determined by the type, size and scope of the event and often include first responders (fire, police ambulance) and subject matter experts (public works, BC Hydro, private sector). The vast majority of emergency response will be handled at the site level and will not require the activation of an EOC.

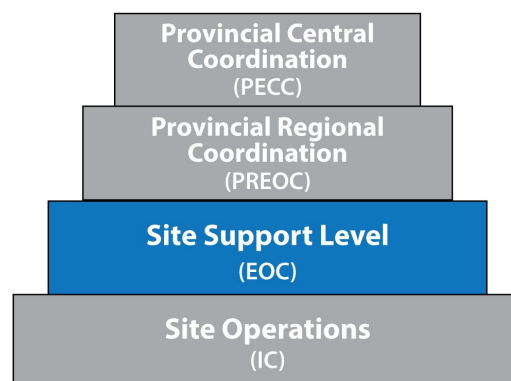


If the emergency escalates and site support is required, the IC may call upon the ACRD at any time to activate the EOC.

Response Level	Primary Role	Specific Tasks
Site (IC)	- Responders at the site may come from various levels of government and from other stakeholders. - Establish on-site direction by single command or a unified command from a single on-site incident command post. - Command is provided a single on-site incident command post.	- Manages the tactical response to the emergency/disaster. - Responsible for the safety and health of all those who are operating at the site. - Evaluate risk on an ongoing basis - Determines the resources required to deal with the emergency/disaster.

Site Support Level (EOC)

When additional off-site support is needed beyond the site level, the EOC may be activated, often at the request of IC. The purpose of the EOC services as a centralized location for coordinating and managing emergency response operations. Its key functions include: strategic planning, decision-making, interagency collaboration, resource management, information dissemination, and documentation.

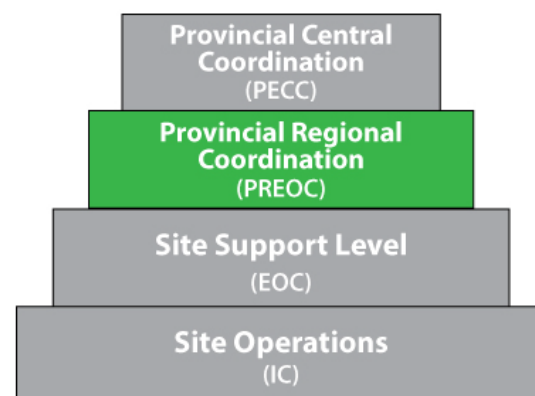


Response Level	Primary Role	Specific Tasks
Site Support (EOC)	- Provides policy guidance. - Provides communication with the site level.	- Maintains communication with the site level. - Provides policy guidance.

	• Manages the local multiple-agency support to the site. • Acquires and deploys additional resources, obtained local, from other EOCs or the from the provincial regional level.	• Coordinates the collection of situational awareness information and disseminates this information internally as well as with external stakeholders. • Provides operational support (e.g., for evacuations). • Coordinates the local multi-agency support to the site level. • Acquires and deploys additional resources obtained locally, from other EOCs, or from the provincial regional coordination level. • Prioritizes and coordinates critical resources. • Assists with the media and public communication.
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Provincial Regional Coordination Level

The Provincial Regional Emergency Operations Centre (PREOC) coordinates provincial support for local authorities and First Nation and plays a crucial role in bridging the gap between local emergency response efforts and provincial resources. It ensures that local authorities receive the necessary assistance and support during significant emergencies and disasters. The PREOC's responsibilities include coordinating resources, facilitating communication, and supporting decision-making to enhance the overall effectiveness of the emergency response. By acting as a central point of coordination, the PREOC helps to integrate provincial and local efforts, ensuring a unified and efficient response. The regional level does not normally communicate directly with the site level.

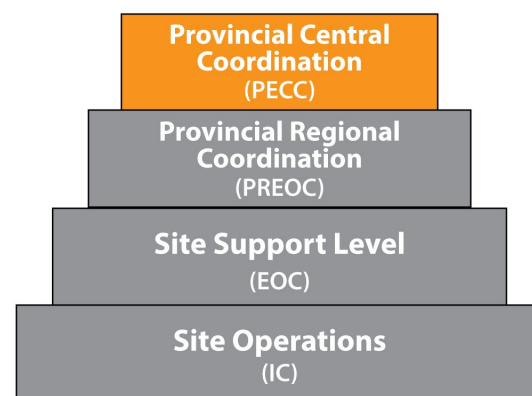


Response Level	Primary Role	Specific Tasks
Provincial Regional Coordination Level (PREOC)	• Manages multi-Ministry and agency support • Acquires and deploys resources at the request of the site support level • Provides emergency response services where incidents cross local authority boundaries, or where local authorities are not organized to fulfil their role.	• Acts as a conduit of information back to the provincial government. • Assists in implementing emergency plans across local authorities and other levels of government, Crown corporations, and stakeholders. • Coordinates the collection of situational awareness information (e.g., priority issues of concern, damage assessment) and disseminates this information to the provincial central coordination level,

		provincial ministries, local authorities, and stakeholders. • When an emergency/disaster affects multiple jurisdictions, obtains critical resources and prioritizes their coordinated deployment in accordance with BCEMS response goals. • Where no local authority exists, directly manages the response. • Coordinates regional dissemination of provincial messaging on the status of the emergency/disaster.
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Provincial Central Coordination Level

The Provincial Emergency Coordination Centre (PECC) provides central coordination and leadership for a provincial response to emergencies and disasters. It prioritizes provincial government objectives and manages the allocation of provincial resources in support of regional and local emergency response efforts. As a communication hub, the PECC facilitates coordination between various response levels and the federal resources and support system. By offering strategic leadership and integrating provincial efforts with regional and federal resources, the PECC ensures cohesive and effective emergency response. Its role in managing strategic priorities and maintaining clear communication across all levels of response is critical for achieving a unified and efficient provincial response to major emergencies.



Response Level	Primary Role	Specific Tasks
Provincial Central Coordination Level (PECC)	• Seeks direction of senior elected officials. • Provides provincial policy guidance for regional emergency operations. • Provides overall leadership and coordination in the implementation of the provincial government's priorities and objectives in a major emergency/disaster. • Establishes provincial priorities.	• Obtains authority of the minister for a declaration of a provincial emergency. • Gathers situational awareness data to establish the scope and scale (current and potential) and provides it to the government and other stakeholders. • Facilitates advance planning, addressing the need for resources and support based on situational awareness information. • Supports the provincial government's response activities • Coordinates and supports any activated PREOC.

	Manages provincial emergency public information.	- Coordinates cross-government support to provincial ministries and emergency management stakeholders. - Ensures adequate province-wide mobilization and allocation of critical assets. - Coordinates the government's business continuity requirements for critical government functions and provides continuity support to senior provincial officials as requested. - Facilitates, as required, the acquisition of provincial, national, and international support and resources. - Coordinates overall provincial messaging on the status of the emergency/disaster
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EMCR Response Levels

There are six provincially recognized activation levels. Below is a description of each level and an example of how it pertains to a flood hazard. This is provided for general reference, and it is not intended to be an exact model.

Response Level	Hazard Threat Example (Flooding As Sample Hazard)	Emergency Event Examples	Sample PECC/PREOC Structures And Resourcing
1 Routine	No Risk Identified or Notifications Issued by River Forecast Centre (RFC)	- Standard ESS/SAR Events - Level 1 DGIR Events - Extended Duration Alerts/Orders	- Baseline PECC (24/7/365) & PREOC (52 Weeks/Year) ICS Structures - EMCR Regional Response Ops Staff
2 Enhanced	Minor Flood Risk Identified and/or High Streamflow Advisory Issued by RFC	- Complex ESS/SAR Events - Emergency Events Without Major Impacts	- Enhanced ICS (Likely General Staff) Structure - Resourcing As Above - Possible Additional EMCR/TEAMS/EM Partner Staff - E.g., 2nd RDM, ESS / SAR / GeoBC/ Etc.
3 Moderate	Moderate Flood Risk Identified and/or Flood Watch Issued by RFC	- Emergency Events With: - Alerts - Low Numbers Of Evacuees	- Expanded ICS (Likely Branch/Unit/Etc.) Structure - Resourcing As Above - Additional EMCR/TEAMS/EM Partner Staff
4 Severe	Substantial Flood Risk Identified and/or Flood Warning Issued by RFC	- Emergency Events With: - Widespread Alerts/Orders - Complex Evacuee Scenarios	- Expanded ICS (Likely Command Staff) Structure - Possible Surge Resourcing Support Measures - E.g., Hiring / Contractors / RFA / EMMA Requests / WREMAC Requests
5 Critical	N/A Response Level 6 Requires Actual Event Impacts	- Emergency Events With: - Major evacuations - Significant CI Impacts - E.g., 2021 Atmospheric River Event	- Fully Realized ICS Structure - All Resourcing Measures Referenced Above - Further Surge Support Measures - E.g., Public Service All-Staff Callout
6 Catastrophic	N/A Response Level 6 Requires Actual Event Impacts	Major earthquake impacting built environment & populated areas of southwestern BC	- Possible CERRC Structure - Whole-of-Society Response/Resourcing

EMERGENCY OPERATIONS CENTRE

For more information on the EOC's structure, roles and functions, refer to the *EOC Procedures Manual*. The following is a basic overview only.

Purpose

The primary purpose of an EOC is to centralize the coordination and management of emergency response efforts during a significant incident or disaster. The EOC plays a critical role in supporting the IC by ensuring that resources, information, response activities and strategies are effectively managed and communicated. As a command hub, the EOC facilitates a unified and efficient response across different agencies and levels of government. Moreover, the EOC manages tasks beyond the scope of the IC, such as media relations, issuing public alerts, coordinating evacuations and providing policy direction.

To ensure an effective emergency response, the EOC operates under the operational direction of the EOC Director and the guidance of the Policy Group. The EOC's activation and staffing levels are adjusted based on the incident's needs, with its size and structure adapting to the specific circumstances.

The purpose of the EOC is to fulfil the following responsibilities:

- Policy and strategic decisions
- Site support
- Management of hazard impacts and disaster risk reduction strategies
- Information collection, evaluation, display and dissemination
- Coordinate multiple agencies and operations
- Resource management
- Internal and external communications

Function

The EOC is able to achieve the above responsibilities by implementing the following roles and strategies:

Coordination and management: The EOC coordinates resources, personnel, and equipment needed for the incident response and ensures that all activities are aligned with the strategic objectives set by the Policy Group.

Information gathering and dissemination: The EOC collects and analyzes information from various sources to maintain situational awareness. It disseminates this information to interested parties, decision-makers, and the public.

Resource management: The EOC manages the acquisition, distribution, and allocation of resources, ensuring that they are used efficiently and reach the areas of greatest priority.

Strategic planning: The EOC develops action plans based on real-time information and forecasts potential developments, helping to anticipate future needs and challenges.

Public communication: The EOC manages communication with the public, ensuring that accurate and timely information is shared to keep the public informed, provide instructions and offer comfort.

Liaison and collaboration: The EOC serves as the central hub for communication and collaboration among various agencies, ensuring a unified response across all sectors involved in the emergency.

Financial management and documentation: The EOC tracks expenses, manages contracts, and handles the documentation necessary for cost recovery and future audits.

EOC Location

The EOC is located in the basement of the ACRD main office at 3008 5th Avenue. Direct access to the EOC entrance, is located at 3003 4th Avenue.

This location will serve as the EOC for emergencies that arise in the Alberni Valley, Electoral Area 'A' (Bamfield) and Electoral Area 'C' (Long Beach).

In the event that the ACRD office is unsafe for use, mobile EOC kits are stored in the Beaver Creek Water Office located in the Beaver Creek Firehall at 6038 Beaver Creek Road. These kits can be brought to another location to set up an EOC elsewhere.



EOC Activation Criteria

The EOC and plan may be activated if an emergency has occurred or appears to be imminent which would require action and coordination beyond normal operational procedures.

The criteria for activating the plan and the EOC include:

- a. A significant number of people at risk.
- b. Response coordination required because of a large or widespread event, multiple emergency sites or several responding agencies.
- c. Resource coordination required due to limited local resources and/or a significant need for outside resources.
- d. Uncertain conditions.
- e. Possibility of escalation of the event.
- f. Unknown extent of damage.
- g. Potential threat to people, property and/or environment.
- h. Declaration of a State of Local Emergency is made.

Authority for Activation

The following individuals have the authority to activate the plan and the EOC:

Alberni Valley

- ACRD Chief Administrative Officer
- City of Port Alberni Chief Administrative Officer
- Incident Commander
- Port Alberni, Beaver Creek, Sproat Lake, Cherry Creek or Bamfield Duty Fire Chief
- RCMP Officer in Charge;
- Emergency Program Coordinator

Electoral Area 'C' Long Beach

- Emergency Program Coordinator (Protective Services Manager) or designate
- ACRD Chief Administrative Officer or designate
- ACRD Chair or designate

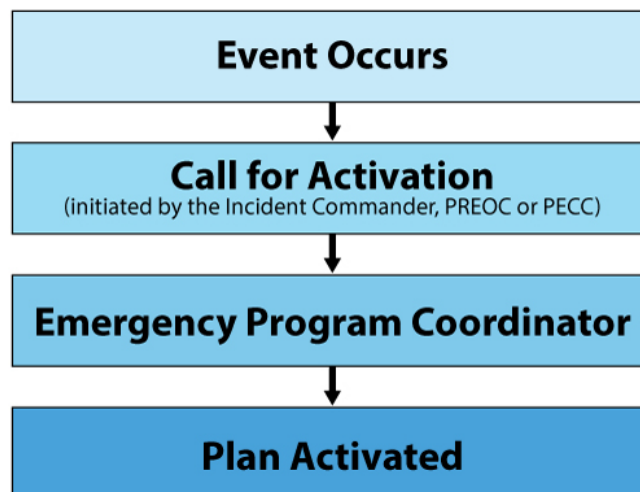
Electoral Area 'A' Bamfield

- Emergency Program Coordinator (Protective Services Manager) or designate
- ACRD Chief Administrative Officer or designate
- ACRD Chair or designate
- BVFD Fire Chief or designate

Activation Procedure

Activation of an EOC will normally be initiated by a request from the Incident Commander at the site (RCMP, Fire Services, etc.) or based on information received from the PREOC or the PECC. Any responding agency perceiving the need for site support for any emergency may contact the ACRD and request the activation of the EOC.

The plan will be implemented as indicated:



Requirement for Task Number

The Emergency Program Coordinator will contact EMCR to advise that the EOC has been activated, indicate the activation level and obtain a task number for the event.

A task number must be obtained for EOC activation.

EOC Guidance and Resources

Relevant guidance and resources for emergency operations centres include:

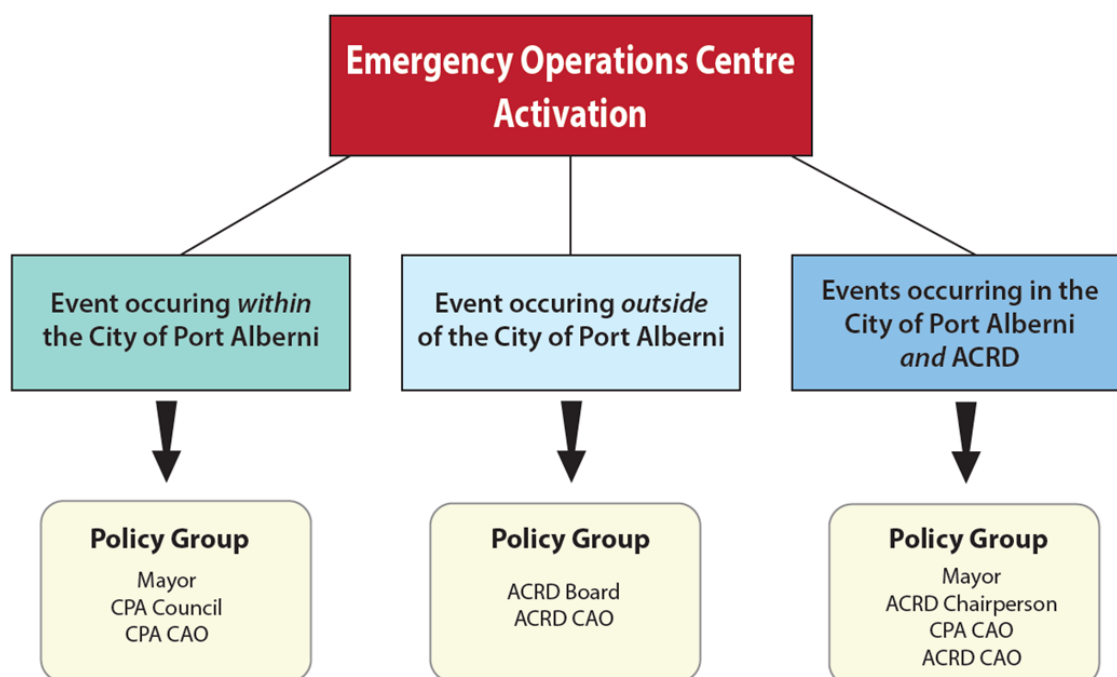
- *Emergency Operations Centre Operational Guidelines*
- *ACRD EOC Procedures Manual*

EOC Guidance and Resources

Emergency Operations Centre Operational Guidelines
ACRD EOC Procedures Manual

Composition of EOC Policy Group

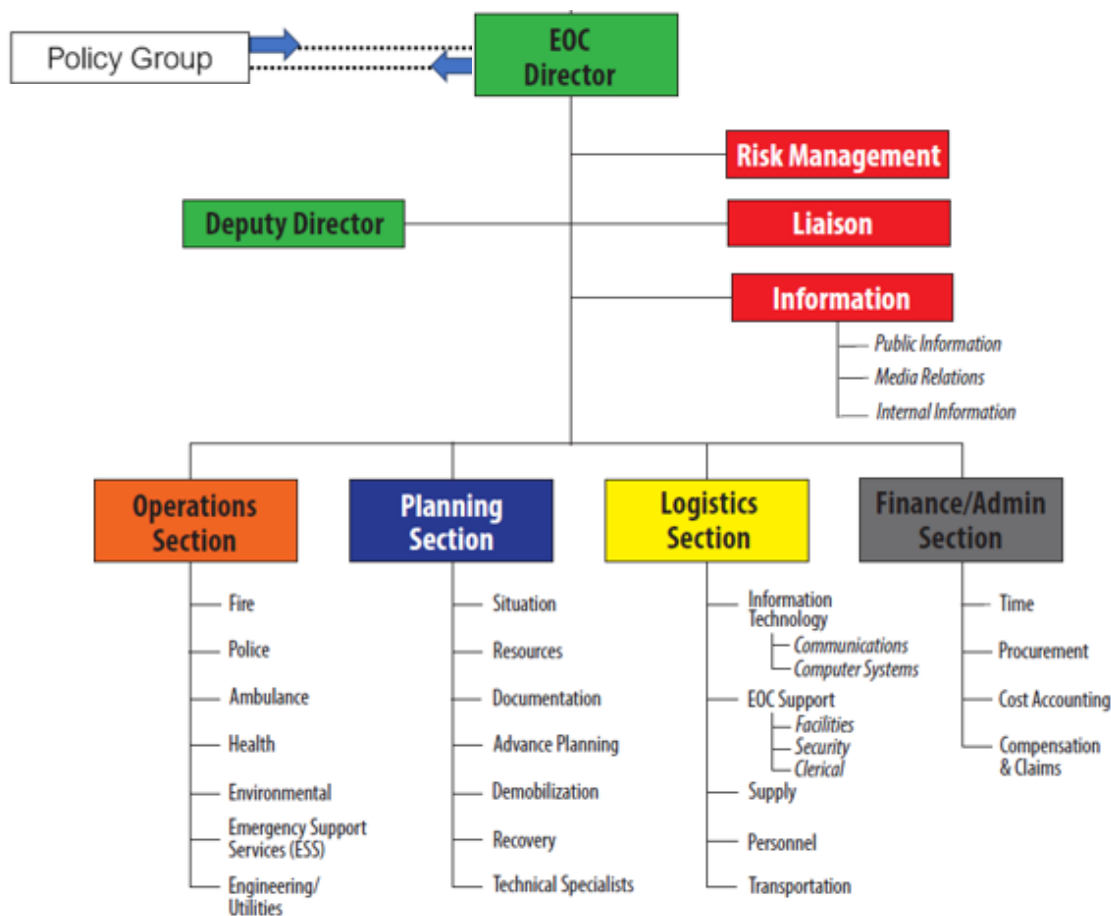
The Policy Group will depend on the scope and location of the emergency. For incidents affecting only the CPA, the Policy Group will include the Mayor, City Council and the City CAO. For incidents outside the CPA, the Policy Group will consist of the ACRD Board and the ACRD CAO. For emergencies involving both jurisdictions, a composite Policy Group will be established, consisting of the Mayor, ACRD Chair, CPA CAO and ACRD CAO.



EOC Organizational Structure

The EOC is organized into distinct sections, each with specific roles and responsibilities to ensure a coordinated and efficient response. It operates within a modular framework, expanding and contracting based on the needs of the site or sites. The primary role of the EOC is to support the Incident Commander at the site level.

The organizational structure has five key functions: operations, planning, logistics, finance, and management.



It is important to note that not every EOC function or role will be filled in every emergency. Situational circumstances will determine which functions are activated. At a minimum, an active EOC requires an EOC Director, with additional roles being staffed as necessary.

EOC Personnel

The EOC staff will consist of trained and designated personnel from the ACRD and City of Port Alberni (CPA), and supporting agencies as required. EOC personnel and agencies involvement may rotate on a “shift” basis throughout the emergency’s duration.

The EOC Director will determine appropriate staffing levels based on an assessment of the current and projected situation. The EOC Director is authorized to appoint any qualified individual to an EOC role, including volunteers, contractors, and personnel from other jurisdictions.

EOC Management Team positions should be filled as a priority by qualified staff from the ACRD and CPA, when available. However, sub-positions within the EOC structure may be filled by qualified personnel, regardless of rank, position, seniority or agency affiliation.

While serving in an EOC function, all individuals will act on behalf of ACRD, except for liaison positions, which represent other levels of government or external agencies, as appropriate for the event.

EOC Personnel Identification

When activated in the EOC, staff are required to wear coloured vests and/or lanyards at all times for identification purposes. Wearing proper identification will reduce confusion and support EOC efficiencies.

The colour of the vest/lanyard signifies their function roles and responsibilities:

Colour	Function	EOC Role and Responsibility
Green	Management	EOC Director, Deputy Director
Red	Management	Liaison Officer, Information Officer, Safety Officer
Orange	Operations	Section Chief, Fire, Police, Health, ESS, Environmental, Engineering, Utilities
Blue	Planning	Section Chief, Situation, Resources, Documentation, Advance Planning, Demobilization, Recovery, Technical Specialists
Yellow	Logistics	Section Chief, Information Technology, EOC Support, Supply, Personnel, Transportation
Grey	Finance/Admin	Section Chief, Time, Procurement, Compensation and Claims, Cost Accounting

Key EOC Positions: Roles & Responsibilities

Policy Group

- **Role:** comprised of elected officials, this group provides strategic guidance and policy direction.
- **Function:** offers high-level decision-making and support, particularly on issues that may have broad implications, such as public messaging and resource allocation. Provides overall policy direction, authorizes 'declaration'/policy directives, provides direction on public information activities and may act as an official spokesperson.

EOC Director

- **Role:** oversees all EOC activities, ensuring that operations align with strategic objectives and priorities.
- **Function:** provides overall authority and direction of the EOC, provides leadership to management team, ensures and approves EOC objectives, communicates with the Policy Group, initiates management team briefings and ensures the effective coordination of response efforts.

The person who assumes this role at the onset of an emergency will request that a Voyent Alert! administrator conduct a call-out for additional EOC staff support.



EOC Deputy Director

- **Role:** supports the EOC Director in their activities to oversee the EOC activities.
- **Function:** assumes duties of the EOC Director in their absence, ensures efficient internal information/communication, and resolves any internal staffing/personnel challenges.

Information Officer

- **Role:** manages communications with the public and media.
- **Function:** provides coordinates accurate, appropriate and timely information for release, handles media inquiries and contacts, coordinates media interviews, liaises with other IOs, prepares and issues public alerts and warnings, and manages public messaging.



Liaison Officer

- **Role:** serves as the point of contact between the EOC and external agencies or organizations.
- **Function:** ensures the required agencies are in the EOC, assists the EOC Director with activities, and facilitates communication and coordination between the EOC and external partner agencies, including other levels of government, NGOs, and private sector partners.

Safety Officer/ Risk Management

- **Role:** ensures the safety of EOC personnel and response activities.
- **Function:** identifies potential hazards and assesses unsafe situations, implements safety measures, monitors EOC safety, halts operations if necessary and recommends safety modifications to operations throughout the response.

Operations Section

- **Role:** manages the implementation of response actions on the ground.
- **Function:** communicates with the IC and supports the site level, coordinates and tracks the deployment of site resources, and manages field operations, including response teams and mutual aid resources.



Planning Section

- **Role:** oversees the collection, evaluation, and dissemination of information related to the emergency.
- **Function:** collects, evaluates and displays information, develops action plans and situation reports, provides situational awareness, conducts advance planning, and maintains documentation.



Logistics Section

- **Role:** ensures that all resources and services necessary for the emergency response are available and functioning.
- **Function:** provides technology and communication support, arranges and manages facilities, arranges for responder/personnel support, and manages the procurement, allocation, and distribution of resources such as personnel, equipment, supplies, and facilities.



Finance and Administration Section

- **Role:** handles financial aspects and administrative functions related to the emergency.
- **Function:** manages contracts, monitors costs, tracks personnel time, coordinates compensation and claims and ensures the necessary paperwork and documentation are completed for post-event reimbursement and reporting.



ROLES AND RESPONSIBILITIES: LOCAL AUTHORITY, ASSISTING AGENCIES AND SUPPORTING AGENCIES

Multi-Agency Emergency Response Activities

The ACRD DEMP emphasizes the response and recovery phases of emergency management. Effective emergency response relies on the collaboration of multiple agencies to manage crises through coordinated, multi-agency efforts.

Emergencies often involve complex situations that exceed the capabilities of a single organization, requiring specialized skills, resources, and expertise from diverse sectors. By working together, agencies such as fire, police, emergency medical services, public health, and local governments can pool resources, share critical information, and streamline decision-making. This collaboration helps avoid duplication of efforts, reduces response times, and enhances overall efficiency.

Additionally, inter-agency coordination fosters clear communication, ensuring that roles and responsibilities are well-defined, which minimizes confusion and enhances the safety of both responders and the public. Ultimately, a collaborative approach strengthens the overall response, increases resilience, and ensures a quicker recovery for affected communities.

The following section highlights the roles and responsibilities of local governments, partner organizations and assisting agencies.

Local Authorities: ACRD and CPA

Municipal and regional staff play a pivotal role in disaster risk reduction, as they are key to implementing policies, strategies and practices that can mitigate risks and enhance community resilience. Their expertise and local knowledge offer valuable insights into day-to-day operations and local governance.

Training in emergency management is crucial for staff to effectively respond to and mitigate the impacts of disasters. With proper training, staff can implement emergency plans, coordinate resources, and communicate efficiently during crises, ensuring a swift and organized response. Additionally, trained personnel are better equipped to integrate disaster risk reduction strategies into their routine operations, minimizing vulnerabilities and strengthening community resilience. This training ultimately helps safeguard lives, infrastructure, and essential services in the face of emergencies.

During emergency response, municipal and regional department involvement is essential for ensuring a coordinated and efficient approach to managing disaster impacts. Each department brings specific expertise and resources that contribute to managing different facets of an emergency. Both ACRD and CPA are invaluable assets in emergency response efforts. Below is an outline of the key roles and responsibilities of specific departments, although all departments may be called upon depending on the nature of the hazard and its impacts.

ACRD Board and CPA Council

Depending on the scope and location of the emergency, specific members of the ACRD Board and CPA Council will form the EOC Policy Group. Their responsibilities include:

- Provides strategic guidance and policy direction
- Declare a *State of Local Emergency* if required
- Forward a copy of the Declaration to EMCR through the ACRD EOC
- Provides direction on public information activities
- Exercise all powers necessary as conferred by the *Emergency and Disaster Management Act*
- Authorize the expenditure of emergency funds
- Ensure appropriate information is passed to provincial authorities
- Advocate for resources and support as necessary
- Advise and guide the ACRD Board or City Council as appropriate
- Act as an official spokesperson to advise and update residents regarding the emergency

ACRD Emergency Program Coordinator

- Act as the lead facilitator to manage the EOC before and after EOC activations
- Act as the main liaison with EMCR
- Coordinate the involvement of volunteer organizations and assisting agencies
- Manage initial setup of EOC and initial reception of arriving EOC staff
- Act as Liaison Officer within the EOC on activation

ACRD and CPA Administration

- Advise the ACRD Board or CPA Mayor on policies and procedures as appropriate
- Request additional ACRD or CPA staff as required, including those designated for the EOC
- Ensure that decisions made and actions taken by the Policy Group are recorded
- Notify the required support and advisory staff of the emergency and location of the EOC
- Coordinate the provision of administrative staff to assist in the EOC, as required
- Upon direction of the Policy Group, arrange special meetings of the ACRD Board or CPA Council
- When volunteers are involved, ensure that volunteer registration is completed and a copy retained for EOC records
- Obtain assistance, if required, from other provincial or federal government departments

ACRD and CPA Building Inspection

- Provide input and assessment regarding key facility seismic stability studies, policy development and long-range planning
- Undergo training to conduct rapid damage assessments
- Develop strategies and processes for compiling damage assessment information and recommendations during response
- Develop a “fast track” system for Building Permit and Inspection during recovery
- Assist in the EOC, as required

ACRD and CPA Infrastructure (Engineering and Public Works)

- Lead agency for infrastructure issues (Dam breach, water main breaks)
- Provide and distribute potable water as required
- Maintain and repair municipal sewage collection system and storm drainage systems, public roads, walkways, bridges and public buildings, and water main breaks
- Maintain ice control and snow removal
- Provide refuse collection and disposal
- Assist the Ministry of Transportation and Infrastructure (MOTI) with the provision and deployment of traffic signs, barricades etc.
- Liaise with Ministry of Environment & Climate Change Strategy regarding any environmental concerns
- Liaise with utility companies (BC Hydro, Fortis BC, TELUS, etc.)
- Assist with inspection of damaged buildings and structures and the signing or demolition of those considered unsafe, through the Building Inspection Departments

Port Alberni and ACRD Volunteer Fire Departments

ACRD is protected by five fire departments: Beaver Creek Volunteer Fire Department, Cherry Creek Fire Department, Port Alberni Fire Department, Sproat Lake Volunteer Fire Department, and the Bamfield Volunteer Fire Department. Of these, Beaver Creek, Sproat Lake, and Bamfield are ACRD fire departments. Cherry Creek is controlled by the Cherry Creek Water Works District and the Port Alberni Fire Department by the City of Port Alberni.

- Act as lead agency for dangerous goods spills and urban/wildland fire
- Direct and assist in the evacuation of people
- Provide fire suppression and fire control
- Provide medical aid in cooperation with BC Ambulance (BCAS);
- Provide specialized services as trained in cooperation with other departments and agencies
- Provide assistance in determining the availability of water supply
- Implement mutual aid agreements as necessary

Emergency Support Services

Emergency Support Services (ESS) is a volunteer-based, community emergency response program that is led and managed by the ACRD. It provides for the short-term (generally 72 hours) needs of evacuees in the event of an emergency or disaster. The goal is to preserve the emotional, mental, and physical well-being and to provide essential services, such as food, accommodation, clothing, and toiletries to evacuees. In large-scale emergencies, these services are typically provided in a reception center and group lodging facility.

The core categories of support include:

- Food (groceries or restaurant meals)
- Clothing
- Lodging (commercial accommodation, group lodging or billeting)
- Incidentals
- Transportation



ESS provides temporary support for individuals affected by emergencies or disasters so they can begin to plan their next steps and facilitate their recovery. It should only be used when other resources are unavailable or inaccessible. Services include:

- Basic needs of persons impacted by disaster (food, clothing, lodging, family reunification, personal services, etc.)
- Coordination volunteer organizations directly involved in providing social services;
- Provide or request mutual aid as necessary

Guidance and further information can be found in the:

- *ACRD Emergency Support Services Plan and Manual*
- *EMCR Emergency Support Services Program Guide.*

Assisting Agencies

Most of the listed departments and agencies listed below are considered “assisting agencies”. These are those agencies that will likely play a direct role in the ACRD’s emergency response and will typically provide a representative(s) to work in the EOC or at the incident site during large-scale events.

RCMP

The RCMP polices the City of Port Alberni and the ACRD. The detachment area also encompasses ten First Nations communities including Hupacasath, Tseshaht, Huu-ay-aht, Yuułu?iŋ?ath, Uchucklesaht, Toquaht, Ahousaht, Ditidaht, Hesquiaht, and Tla-o-qui-aht.

- Lead agency for major motor vehicle accidents, aircraft incidents and terrorism
- Maintain law and order
- Coordinate and assist in search and rescue operations
- Direct and assist in the evacuation of people
- Provide warning and alerting services
- Tag bodies and fragment remains and record locations where bodies are removed
- Enforce emergency restrictions and regulations
- Control traffic and routes to facilitate the movement of emergency response vehicles
- Seal off the affected area
- Control and, if necessary, disperse crowds within the affected area
- Ensure the protection of lives, public and private property
- Coordinate the use of auxiliary and/or special police (COPS - Citizens on Patrol)
- Coordinate search and rescue operations
- Liaise with the Coroner’s Officer

Alberni Valley Rescue Squad (AVRS)

AVRS is made up of dedicated volunteers who train in both urban and wilderness search and rescue techniques. The operational search organization is controlled by the search managers. AVRS reports directly to EMCR for its actions.

- Assist RCMP in ground and inland water search and rescue operations
- Assist RCMP and Fire Departments in all types of evacuations
- Conduct earthquake search and rescue

- Assist RCMP in traffic control
- Assist in the EOC when required

Royal Canadian Marine Search and Rescue (RCM SAR)

RCM SAR is a non-profit, volunteer-based organization that provides immediate response to marine emergencies. Team members are trained to provide marine search and rescue and are equipped with rescue vessels designed for the marine challenges of the West Coast.

Arrowsmith Amateur Radio Club (AARC)

AARC provides radio communications when and where required to authorities in the event of a disaster, whether in the local area or other areas of Vancouver Island. AARC is part of a dedicated team which supports the ACRD EOC as needed and has mutual aid agreements with other mid-island radio groups to volunteer and help with tests and exercises in the event of a declared emergency.

- Provide communications in support of response operations
- Provide back-up communications
- Coordinate radio frequencies used
- Establish and coordinate a message control Center
- Establish static and mobile communication posts as required

BC Ambulance Service

- Provide mass casualty and health care services
- Directed by the Ministry of Health
- Triage, treat and transport casualties
- Ascertain the ability of hospitals to accept casualties
- Advise hospitals of the type and number of casualties
- Coordinate emergency medical activities with EOC
- Assist in the EOC when required

Legal Services

- Provide advice to members of the EOC on matters of a legal nature as it may apply to the actions of the ACRD in its response to the emergency, as requested.

School District #70

- Provide schools for use as an evacuation muster location, reception centre and/or group lodging facility
- Provide liaison staff to the EOC to coordinate and manage the maintenance, use and operation of District facilities serving as evacuation centres

Port Alberni Port Authority

- Provide emergency response within the Port authority's jurisdiction
- Liaise with all involved response agencies
- Upon request, provide assistance in the EOC

Health Authority (Island Health)

- Coordinate first aid, casualty collection posts, distribution of casualties, real or improvised ambulances and health personnel
- Provide authority for evacuation of buildings or residential areas for health reasons
- Provide emergency medical treatment for the injured, not requiring hospitalization
- Provide lists of wholesale distributors of pharmaceutical or surgical supplies, hospitals, clinics and clinical laboratories
- Oversee water quality checks
- Provide and disseminate public information on health hazards including epidemiological and disease control
- Provide immunization, if required
- Liaise with federal and provincial Health Services

Supporting Agencies: Provincial, Federal or Non-Governmental Organizations

The involvement of provincial, federal and non-governmental organizations (NGOs) or volunteer agencies is crucial in disaster response activities. Due to the nature of their operations, representatives from “supporting agencies” are typically not physically present in the EOC.

Provincial agencies provide essential support and coordination across regions, ensuring that local efforts align with broader strategic objectives and distributing resources effectively and equitably.

Federal agencies typically offer specialized expertise, funding, and logistical support, especially in large-scale or catastrophic events that surpass regional capabilities.

Volunteer agencies often contribute vital manpower, local knowledge, and community engagement, typically filling gaps and providing support where formal structures may be stretched thin.

Together, these agencies form a robust network that enhances the overall effectiveness of emergency responses, ensuring comprehensive coverage, efficient resource allocation, and a more resilient approach to crisis management.

Provincial Agencies

Request for provincial assistance should be made through the PREOC or PECC.

Ministry of Emergency Management and Climate Readiness (EMCR)

EMCR is the lead agency for all emergency management activities.

- Provides public information on emergency response and recovery updates through EmergencyInfoBC
- Offers public preparedness resources and information PreparedBC
- Issues provincial broadcast alerts
- Oversees emergency support services

- Operates the PREOC and PECC
- Provides provincial leadership in emergency management
- Facilitates multi-agency coordination
- Coordinates provincial and federal requests for emergency assistance
- Oversees Disaster Financial Assistance

Ministry of Agriculture and Food

The Ministry of Agriculture and Food is responsible for our province's food security and developing a resilient food system. It is the lead agency for responding to animal diseases, plant diseases and pest infestation. For all other types of hazards that may impact the agricultural sector, including natural disasters, the ministry provides a supporting role in responding to these emergencies.

- Advise farmers, fishers and livestock producers on the protection of crops, livestock and fish stocks in emergency situations
- Liaise with the agriculture sector

Ministry of Environment and Climate Change Strategy

The Ministry of Environment and Climate Change Strategy is responsible for the effective protection, management and conservation of B.C.'s water, land, air and living resources. It leads work on climate preparedness, and adaptation and leads plans to meet greenhouse gas reduction targets.

Areas of service:

- Air quality advisories, programs and policy
- Climate change adaptation
- Spill response
- Pesticides and pest management
- Plants, animals and ecosystems
- Waste and flood debris management
- Dangerous goods spills, discharges and emissions
- Landslides, mudslides and debris flows
- Major industrial accidents

Responsible for:

- Provide professional and technical advice and direction at dangerous goods/pollution spills
- Ensure the proper disposal of hazardous wastes and pollutants
- Assess and monitor air quality
- Provide flood forecasts and bulletins
- Provide technical services to response agencies in minor floods
- Provide flood assessment and planning staff in major floods
- Provide conservation officers to act as special constables to reinforce the Police in law and order/traffic duties
- Provide maps, aerial photographs and survey information
- Provide air survey and photo-grammetric services

- Monitor, protect, and report BC's water, land and air
- Work in partnership with the provincial emergency program to prevent and respond to environmental emergencies.

Ministry of Transportation and Infrastructure (MOTI)

MOTI is responsible for the safe and reliable transportation system including the maintenance and public communication on provincial road conditions and closures.

- Coordinate and arrange for transportation, engineering and construction resources
- Provide and coordinate heavy equipment and services
- Provide road condition reports and status updates through DriveBC

Ministry of Children and Family Development

The Ministry of Children and Family Development's primary focus is to support all children and youth in BC to live in safe, healthy and nurturing families and be strongly connected to their communities and culture. The ministry supports the well-being of children, youth and families in BC by providing services that are accessible, inclusive, and culturally respectful. Responsibilities in an emergency include:

- Provide policy direction and expertise dealing with unaccompanied youth
- Provide child protection services
- Assist with reunification
- Assist with mental health services
- Assist with outreach

Ministry of Forests

The Ministry of Forests is mandated to protect the forest sector by taking action to keep forests healthy and protect communities in the face of climate change and extreme weather events.

- BC Wildfire Service and forest fires
- Wildland/Urban Interface fires
- Provide personnel, equipment, supplies and telecommunications equipment to assist in wildfire response

Ministry of Health

The Ministry of Health (MoH) has the overall responsibility for ensuring health services.

BC Ambulance Service (BCAS)

The MoH operates the BCAS, who provide pre-hospital treatment and public transportation by ambulance. The BCAS provides ambulances, personnel, communications and management expertise to assess, provide initial treatment, stabilize, transport and deliver patients with medical needs to appropriate medical centres.

- Triage, treatment and transportation of casualties from a multi-casualty incident or disaster
- Ascertain the ability of hospitals to accept casualties
- Advise hospitals of the numbers and types of casualties they may expect
- Assist in the EOC when requested

- Direct the transfer of casualties to hospitals
- Contact BC Transit to utilize buses for large-scale medical evacuation
- Activate regional and national emergency medical stockpile

Medical Health Officer

- Liaison with the EOC
- Provides advice on matters, which may adversely affect public health
- Provides authoritative instructions on health and safety to the public
- Coordinates the response to disease-related emergencies or anticipated emergencies

West Coast General Hospital

- Implements hospital emergency plans
- Acts in conjunction with the BC Ambulance to coordinate all emergency health services
- Liaises with the local Medical Health Officer
- Ensures the coordination of care of bedridden citizens and invalids in hospitals, care homes and evacuee centers during an emergency
- Liaises with voluntary/private agencies for augmenting public health resources
- Liaison with the ESS regarding health services in evacuee centers

Health Emergency Management BC (HEMBC)

HEMBC is a program of the Provincial Health Services Authority (PHSA) which provides emergency management leadership to the BC health system and works to ensure the health and safety for patients and staff during emergencies. HEMBC has three primary program areas:

1. Health authority emergency management and fire safety support.
2. [Provincial psychosocial services](#) such as the [Mobile Response Team](#) (MRT) and the [Disaster Psychosocial Support \(DPS\)](#) program.
3. Provincial coordination and operations support for the activation of provincial response structures, multi-jurisdictional alignment and deploying emergency medical equipment, supplies and temporary facilities.

Disaster Psychosocial Services (DPS)

Provides short-term support in the form of psychological first aid in response to emergencies. DPS consists of PHSA staff and volunteers who typically deploy to reception centres or other events which impact the well-being of individuals and communities. DPS team members assist individuals by:

- Offering practical assistance and support to those wishing to receive it.
- Reducing feelings of distress by providing a comforting presence.
- Providing information on common stress reactions.
- Connecting people to information, community resources, social supports and other helpful resources.

DPS offers support to frontline staff, EOC staff, ESS, local governments and NGO's to identify and discuss the stressors as well as offer ways to cope and maintain their emotional health.

BC Coroner's Service

In the event of an emergency involving fatalities, the BC Coroner's Service will provide personnel to attend the scene and assume responsibility for the removal of human remains.

- Tag bodies and fragment remains & stake location where the body is removed
- Provide body bag or disaster pouch & provide transportation of remains
- Record and secure personal property of the deceased
- Coordinate forensic pathology to determine cause and manner of death
- Coordinate odontology service to determine identification through dental comparison
- Complete coroner's Medical Certificate of Death

Office of the Fire Commissioner (OFC)

The OFC is the senior fire authority in BC with respect to fire safety and prevention. Services include administration and enforcement of fire safety legislation, records keeping, fire investigation, fire inspection, leadership for local governments on delivery of fire protection services, public fire safety education and firefighter certification.

- Order the evacuation of buildings or areas in connection with an emergency arising from a fire hazard or risk of explosion, if required
- Authority to assume the jurisdiction and control of all firefighting and fire prevention services within the province when a provincial state of emergency has been declared.

Where there is serious and imminent danger to life and property from fire or explosion, the OFC has legislated authority to issue and enforce orders to evacuate or close a building, hotel, public facility or area, and is responsible for coordinating firefighting resources during provincially declared emergencies.

BC Crown Corporations

Crown corporations are public sector organizations established and funded by the province to provide specialized goods and services to citizens. Examples include BC Housing, BC Hydro and Power Authority, BC Transit, WorkSafeBC and ICBC.

Federal Agencies

Request for federal assistance should be made through the PREOC or PECC.

Department of National Defence / Canadian Armed Forces

The Department of National Defence supports the Canadian Armed Forces. It directs all matters relating to national defence and is responsible for emergency preparedness. They provide civil emergency response capability, humanitarian assistance and disaster relief, including:

- Surveillance and control of Canadian approaches and territory
- Response to terrorist and asymmetric threats
- Critical infrastructure protection
- Emergency preparedness
- Search and rescue
- Assistance to civil authorities & aid civil power

Environment and Climate Change Canada (ECCC)

The ECCC is the federal agency responsible for a wide range of environmental issues. It coordinates environmental policies and programs, as well as preserves and enhances the natural environment and renewable resources. It provides forecasts for weather and environmental

conditions, alerts, air quality information, and radar maps. Additionally, it is responsible for preventing and managing pollution and conserving nature. Branches of service include:

- Environmental protection
- Canadian Wildlife Service
- Meteorological Service
- Climate Change

Under federal policy, a municipality should not expect to recover costs for clean-up operations of a spill under federal jurisdiction unless the municipality has an unequivocal statement from an authorized federal spokesman, that reimbursement will be forthcoming from the federal department concerned.

Fisheries and Oceans Canada (FOC) / Canadian Coast Guard (CCG)

Fisheries and Oceans Canada is responsible for safeguarding our waters and managing Canada's fisheries and oceans resources. The CCG is an agency within FOC, that works to ensure the safety of mariners and the protection of marine environment. Their work includes maintaining aids to navigation, search and rescue, fisheries patrol, marine pollution monitoring and clean up, and research. The CCG also provides environmental response including managing accidental or intentional hazardous spills.

Public Safety Canada

Public Safety Canada is responsible for matters of public safety, emergency management and national security. It works closely with provincial governments on emergency response operations and manages the Disaster Financial Assistance Arrangements (DFAA).

Transport Canada

Transport Canada is responsible for developing regulations, policies and services of road, rail, marine and air transportation. In the event of an emergency involving dangerous goods, call the Canadian Dangerous Goods Information Center (CANUTEC) at 1.888.CAN.UTEC or dial *666 on your mobile phone. This service operates 24/7.

Non-Governmental Organizations / Volunteer Agencies

Salvation Army

The Salvation Army is an international organization that offers practical assistance by offering basic necessities to individuals. It is an effective, trusted social service agency that provides food, clothing, shelter, and addiction, detox, mental health, emotional, and spiritual support to those in need. During emergencies and disasters, they provide immediate and long-term aid and psychosocial support to individuals.

Canadian Red Cross

Canadian Red Cross is an international, humanitarian NGO that helps people affected by emergencies and disasters by providing support for people's basic needs including food, clothing, shelter, first aid, emotional support and family reunification.

During an emergency, the Red Cross will work with the ACRD ESS team at reception centres. They can assist with registration, family reunification and inquiries. Furthermore, the Red Cross has resources to assist with temporary lodging, emergency supplies such as clothing and blankets, and individual and family assistance

St. John Ambulance

St. John Ambulance is an international, volunteer-based, humanitarian organization devoted to emergency and primary patient care. It focuses on the provision of first and CPR training. In the event of an emergency St. John Ambulance may assist with patient care.

The type of services provided by St. John Ambulance during an emergency or natural disaster may vary. Services may include first aid in evacuation centers, first aid posts at reception centers, casualty care, casualty evacuation, elderly and child care.

BC SPCA (The BC Society for the Prevention of Cruelty to Animals)

The BC SPCA is a non-profit, service-driven organization dedicated to protecting and enhancing the quality of life for domestic, farm and wild animals. It is the only animal welfare organization in BC with the authority to enforce animal cruelty laws under the provincial Prevention of Cruelty to Animals Act.

- Notify affected kennels, veterinary clinics/hospitals or animal shelters of an impending evacuation
- Set up staging areas, kennels, and veterinary hospitals about to be evacuated to identify, tag and transport animals to temporary shelter
- Send SPCA vans to reception centers to identify, tag and transport animals to temporary animal shelters (larger animals)
- Assist ESS volunteers at reception centers to take care of the animals at the emergency animal Center
- Establish contact number for public information regarding their pets
- Liaison with Federal Department of Agriculture for control and elimination of contagious diseases
- Transport and treatment of ill or injured domestic or wild animals

Public Notification Systems

It is essential for local governments to develop and implement an effective and timely delivery of emergency information to site-level responders, assisting and supporting agencies, site support personnel, and the public/stakeholders.

Goals:

- Standardize key information so that it can be accessed easily within and across organizations
- Establish a process that promotes the regular sharing of information with response organizations
- Link the operational and support elements within and across various organizations
- Provide a common operating picture and situational awareness for response personnel
- Maximize the use of readily available communication resources, such as social media, alert notification systems and websites
- Ensure the secure management and timely release of sensitive information
- Ensure the release of credible and accurate information to the public and other stakeholders

Communication Platforms and Tools

Communicating with the public during an emergency is crucial for ensuring safety, reducing panic, and guiding appropriate responses. Timely, accurate, and clear information helps the public make informed decisions, whether it's to evacuate, seek shelter, or take other protective measures.

Messaging should be consistent across platforms, accessible to diverse populations, and delivered through trusted channels, including social media, local authorities, and public broadcasting systems. Transparency, empathy, and clear, actionable steps are key to maintaining public trust throughout the emergency.

Voyent Alert

Voyent Alert! is an emergency notification service used to send alerts to residents, businesses, and visitors during critical events such as a tsunami, earthquake, dam breach, or wildfire.



Voyent Alert! is available to residents in the City of Port Alberni, the ACRD electoral areas (Sproat Lake, Beaufort, Cherry Creek, Beaver Creek, Bamfield, Long Beach), Tseshaht First Nation, Hupacasath First Nation, Uchucklesaht Tribe, Huu-ay-aht First Nations and Toquaht Nation.

A group of ACRD and CPA staff meet regularly to train for the use of the Voyent Alert system to ensure readiness.

Voyent Alert Guidance
Voyent Alert Quick Alert Guide
Voyent Alert Instructions – How to send an alert

AlertReady

Alert Ready is a Canada-wide system that BC uses to send emergency alerts to cell phones, radio and TV. This system is only used during large-scale disasters or life-threatening emergencies.

Three criteria must be met for a BC Emergency Alert can be issued:

1. There is a threat to human life
2. The threat is immediate
3. There are recommended actions that may save lives



	There is a threat to human life
	The threat is immediate
	There are recommended actions that may save lives

It is important to note that the public CANNOT opt out of receiving BC Emergency Alerts

Authority to Issue AlertReady

Emergency alerts are sent by different agencies depending on the emergency:

- EMCR can send emergency alerts at the request of a local authorities
- The RCMP independently can send emergency alerts during:
 - Amber Alerts
 - during civil emergencies, including dangerous persons events
- Environment and Climate Change Canada can send emergency alerts during severe weather events
- The Government of Canada can send public emergency alerts across Canada
- Natural Resources Canada can send Earthquake Early Warning alerts to cellphones

AlertReady Guidance

Local authorities will follow the provincial guidance to issue an alert, using:

- *BC Emergency Alerts – Community Alerting: Emergency Operations Guidelines*

Alert Ready Guidance
BC Emergency Alerts – Community Alerting: Emergency Operations Guidelines

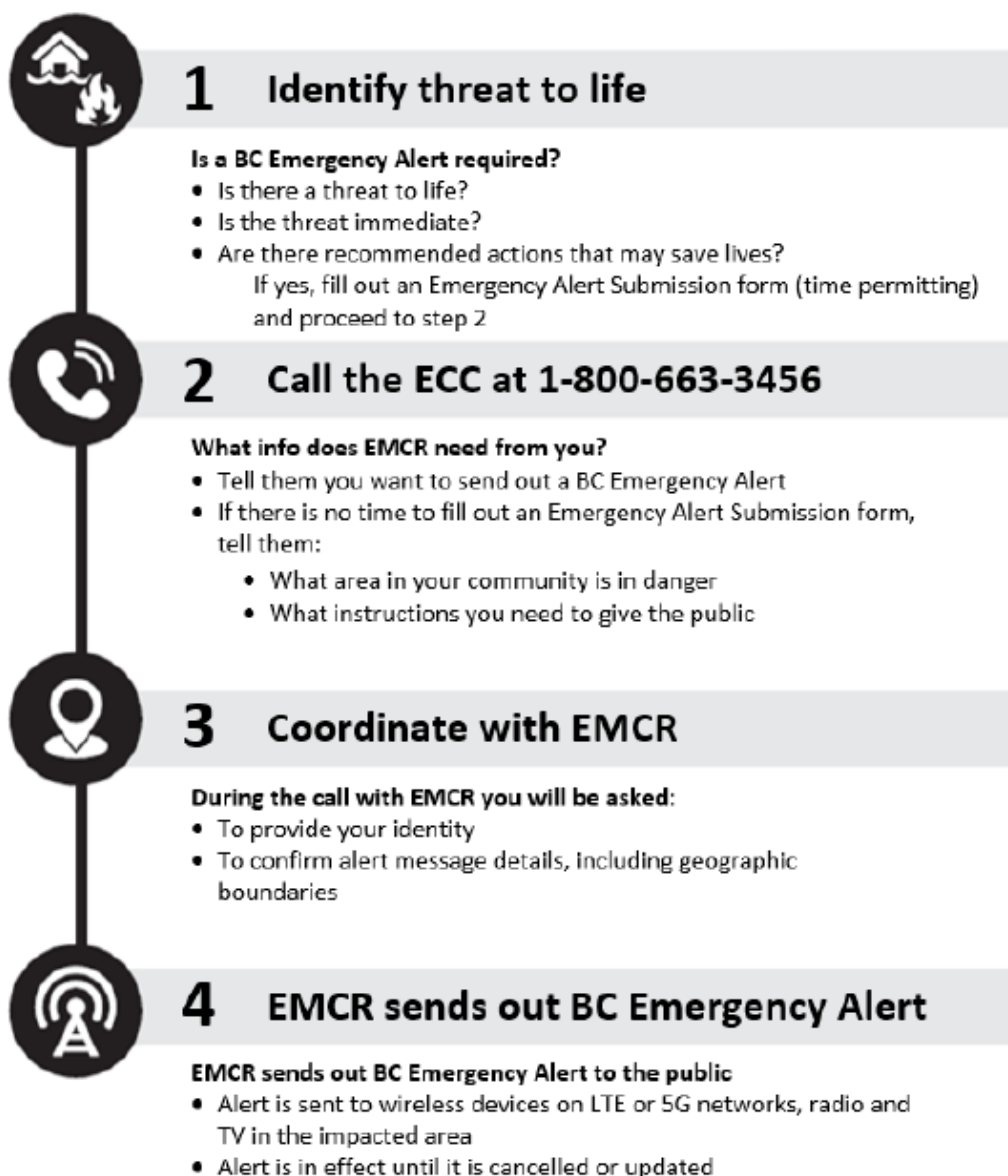
How to Issue a BC Emergency Alert

To issue a BC Emergency Alert, local authorities should call EMCR at 1.855.952.5946. EMCR will work with local governments to issue a BC Emergency Alert on their behalf.

There are 3 options for completing an Emergency Alert submission:

1. Fill out a web version of the form
2. Complete the PDF version of the form. Email the completed form to: emergencyalertrequest@gov.bc.ca
3. If you don't have computer/internet access, you can share information verbally when you call EMCR to request an alert at 1.855.952.5946

Emergency Alert Submission Form templates are located in the EOC, on the EMCR website or copies are in Annex E



AlertRady Channels of Communication

BC Emergency Alerts push emergency alert messages directly to citizens through wireless devices and by interrupting regular TV and radio programs.

Note: BC Emergency Alert does not replace Voyent Alert. It can be used in conjunction with other alerting tools.

BC Emergency Alerts	Other emergency alerting tools
 Radio/TV: Interrupts regular TV and radio programs with an emergency alert message	 Door-to-door notifications
 Cell Phone: Sends alerts to cellular phones • Only works on LTE-connected devices (or 5G) • Dependent on cell tower coverage • Check device compatibility by visiting www.alertready.ca	 Sirens (tsunami)
Device owners, broadcasters, and wireless providers cannot opt-out from these alerts.	 Traditional media (regular news reports)
 Emergency Info BC: BC Emergency Alerts are posted on http://www.emergencyinfobc.ca and shared on Twitter @EmergencyInfoBC	 Online communication (social media, websites)
	 Mass notification systems (e.g. Alertable, Voyent Alert)

Social Media & Websites

The ACRD and CPA will utilize their existing platforms (i.e. Facebook, X, websites) to communicate current, relevant and official information to the public.

Where appropriate, the ACRD emergency management department will echo and amplify key messages from other lead agencies and trusted sources in an emergency. Consistent, coordinated messaging across sectors and organizations will reduce confusion and misinformation.

EmergencyInfo BC

EmergencyInfo BC is a provincial platform that provides current and official information during emergencies in BC.

- Evacuation updates
- Interactive maps
- Public tools to prepare
- Links to resources



EmergencyInfoBC: www.emergencyinfobc.ca

Declaring a State of Local Emergency (SOLE)

Declaring a State of Local Emergency is a temporary emergency measure, authorized by EDMA, that provides local authorities with emergency powers. A SOLE may be declared when an event occurs within its jurisdiction that meets the definition of emergency in the Act.

To declare a SOLE, the use of emergency response powers must be considered necessary to respond to an emergency. These powers may affect peoples' rights and freedoms and should only be used by local authorities when no other reasonably achievable options are available.

Need to Declare a SOLE

A local authority can declare a SOLE if emergency powers are required to respond effectively to a disaster. The most frequently cited reasons for a SOLE declaration are to facilitate the mandatory evacuation of people and livestock, prohibit travel, and the need to enter private property when an emergency threatens lives, property, or objects or sites of heritage value within the local authority's jurisdiction.

When a Declaration is NOT Required

A SOLE declaration is NOT required to under the following circumstances:

- To implement part, or all, of a local emergency response management plan that does not require the use of emergency powers
- To benefit from statutory liability protections related to actions that do not concern the use of emergency powers
- To issue evacuation alerts
- To recover eligible response costs
- To qualify for financial assistance for eligible events under the Act.

With the approval of the minister, a SOLE will be in effect for a 14-day period, with the possibility for an extension if required.

Information Included in a SOLE:

A declaration of a SOLE must identify the following information:

- The nature of the emergency
- The geographic boundaries (preferably shown on an attached map) within which the declaration will apply
- The date of the SOLE declaration
- The signature of the head of the local authority, or the individual designated to act on behalf of the local authority (if applicable)

SOLE Duration

Except for emergency borrowing measures, an emergency instrument made under the Act ends on the earliest of the following dates:

- The date stated in the emergency instrument enabling the emergency power;
- The date on which the local authority rescinds or repeals the emergency instrument enabling the emergency power; or
- The date on which the declaration expires or is cancelled

A SOLE declaration expires 14 days after the date it is made unless it is extended. The 14-day period is calculated by starting with the day after the SOLE declaration is made and includes the last day.

For example: if a local authority declares a SOLE on a Friday the 10th, this SOLE declaration will remain in effect until the end of the day, Friday the 24th.

SOLEs can be extended, or a recovery period can be declared, to enable continued access to emergency powers. In both cases, approval of the minister is required.

SOLE Guidance and Resources

The ACRD will follow provincial guidance and procedures outlined in the:

- *Guide for Declaring a State of Local Emergency in British Columbia*
- *EMCR Response and Recovery Powers*

SOLE Guidance

Guide for Declaring a State of Local Emergency in British Columbia
EMCR Response and Recovery Powers

Templates for the following can be found in the Guide, in the EOC, on the EMCR website or in Annex B:

- Declaration of State of Local Emergency Order Template
- Local Authority Response Power Designation Matrix Template
- Extension and Amendment Request for Declaration of State of Local Emergency Template
- Declaration of State of Local Emergency Extension/Amendment Order Template
- Declaration of State of Local Emergency Cancellation Order Template

Evacuations

During an emergency, local officials may need to issue an evacuation. This section provides guidance, templates, and information on types of evacuations.

Evacuation Guidance and Resources

The ACRD will follow the provincial forms, templates, guidance and resources for evacuations including:

- *Evacuation Operational Guide for First Nations and Local Authorities in British Columbia*
This guide is a reference tool to help EOCs when issuing an Evacuation Alert, Order or Rescind. It describes types of evaluation strategies including shelter-in-place, shelter-in-community, tactical evacuation and strategic evacuations.

- *Managing Access to Areas Under Evacuation Order*
The ACRD will reference the *Managing Access to Areas Under Evacuation Order* guideline for guidance on navigating the process for temporary access during an evacuation order.
- Templates – templates for evacuation alert, order, amendment, rescind and shelter-in-place are available on the EMCR website, in the EOC or can be viewed in Annex C.
- Checklists - Checklists are available for evacuation alerts, orders, amendments and rescinds. See Annex D.

These documents can be located in the EOC or on the provincial website at:
<https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/local-gov-operations>

Evacuation Guidance

Evacuation Operational Guide for First Nations and Local Authorities in BC
Managing Access to Areas Under Evacuation Order

Types of Evacuation Alerts

Evacuation strategies include shelter-in-place, shelter-in-community, tactical evacuation, and strategic evacuations.

Shelter-In-Place

Shelter-In-Place is an emergency measure where individuals are instructed to remain indoors at their current location. This directive is typically given during events such as hazardous materials spills, police incidents, public disturbances, severe weather, or other emergencies where leaving the area might put people in greater danger.

Shelter in Community

There may be times when no evacuations or protective actions such as shelter-in-place are necessary, yet residents require community services to help them through a difficult time; this is referred to here as “shelter-in-community”. Some examples of this include warming centres during storms or prolonged power outages, or cleaner air shelters for wildfire smoke relief.

Tactical Evacuation

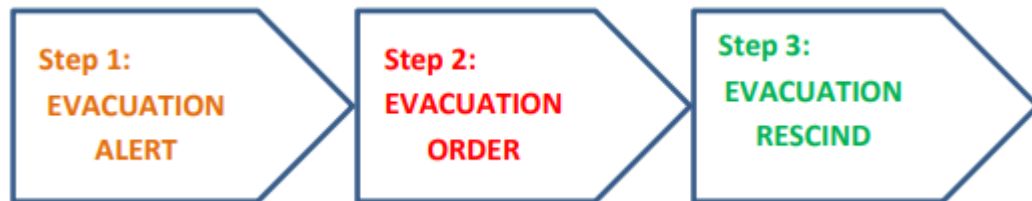
A tactical evacuation is an evacuation resulting from a hazard impact that allows for little warning and requires immediate action due to an imminent threat. Unlike a general evacuation, which is often pre-planned and broader in scope, a tactical evacuation is usually executed in response to immediate dangers.

The IC or any authorized first responder at the scene of the event can order the tactical evacuation of persons with no formal documentation. Tactical evacuations are typically issued for events such as hazardous material incidents, fires, and flooding.

Strategic Evacuation

Strategic evacuations are issued when time allows for the implementation of a planned, documented and coordinated process. It typically involves evacuating a large number of people from potentially dangerous areas in a systematic and organized manner. Typically, a strategic evacuation is initiated in response to an anticipated or developing hazard, such as a wildfire or flood, where there is enough time to plan and execute the evacuation to reduce risks to life and property.

Ideally, strategic evacuations include a three-stage evacuation process: Evacuation Alert, Evacuation Order, and Evacuation Rescind.



Evacuation Alert

An Evacuation Alert informs the affected population of a potential threat that may lead to an Evacuation Order. It serves as an early notice, allowing individuals to prepare for a possible evacuation by gathering essential items, making arrangements for transportation, and staying informed about the evolving situation. While an evacuation is not yet mandatory, people are encouraged to be ready to leave on short notice if the situation worsens.

- **Purpose:** To give people advance notice to prepare for a possible evacuation.
- **Actions:** People should stay informed, gather important documents, medications, and emergency supplies, and make plans for pets, transportation, and shelter.

Evacuation Order

An evacuation order is a mandatory directive issued by authorities when an imminent threat poses a significant risk to life and safety, requiring individuals to leave the area immediately. Life safety is the most important consideration when ordering an evacuation.

The Evacuation Order should also provide designated evacuation routes, identification of closed routes, and the location of ESS Reception Centres.

This order is mandatory. Failure to comply with an evacuation order can put lives at serious risk.

- **Purpose:** To protect public safety by mandating that individuals leave the dangerous area immediately.

- **Actions:** People must evacuate as quickly and safely as possible, following designated evacuation routes, and moving to safe locations or shelters as instructed by authorities. Evacuees should take essential supplies including insurance documents.

Evacuation Rescind

An evacuation rescind is an official notice issued by authorities to inform the public that an evacuation order or alert has been lifted, and it is now safe for people to return to the affected area. This decision is made after the threat has subsided or been sufficiently controlled, and the area has been deemed safe for re-entry.

Volunteer Management

Volunteers are essential to effective emergency management. They foster community resilience, provide local knowledge, enhance the overall capacity for response, and support long-term recovery initiatives, contributing to improving disaster risk reduction and strengthening resilience.

The goals of emergency management are best achieved through the active participation of citizens in the community. To this end, the ACRD emergency management program accepts and encourages the involvement of volunteers at all levels and within all appropriate programs and activities.

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement of approved expenses, performs a task in relation to a critical incident or undertakes emergency measures in relation to an emergency.

Active Volunteers

The ACRD encourages volunteer participation throughout all phases of emergency management. Volunteers play an integral role in emergency management, significantly contributing to mitigation and preparedness efforts, response activities, recovery and overall community resilience.

The ACRD provides active leadership for the Emergency Support Services team, Bamfield Volunteer Emergency Program, Arrowsmith Amateur Radio Club, Bamfield Volunteer Fire Department, Sproat Lake Volunteer Fire Department, and the Beaver Creek Volunteer Fire Department.

The ACRD works cooperatively and in consultation with a wide range of local, provincial and federal volunteer agencies across all emergency management phases to reduce disaster vulnerabilities and enhance community resilience. Established volunteer organizations include but are not limited to agencies such as the Salvation Army, Canadian Red Cross, SPCA, Alberni Valley Rescue Squad, and the Royal Canadian Marine Search and Rescue.

Volunteer Rights

Volunteers are considered essential partners in emergency management and have the right to fair, safe and respectful treatment. Respecting volunteers' rights contributes to their well-being, experiences, and retention. The goal of volunteer management is to provide positive, rewarding experiences, safe environments, clear guidance, recognition and an opportunity to contribute in a meaningful way.

Key volunteer management includes the rights to:

- 1) **A Safe Work Environment** – volunteers must be provided with appropriate personal protective equipment (PPE), safety training and information on the hazards they may face.
- 2) **Training and Orientation** – volunteers must receive adequate training that equips them to perform their tasks effectively and safely and properly informs them of the goals, processes and expectations of their position.
- 3) **Supervision and Support** – volunteers should have access to ongoing supervision and support.
- 4) **Equality and Respect** – volunteers should be treated with dignity and respect, free from discrimination, harassment or unfair treatment.
- 5) **Reimbursement Where Applicable** – in some cases, volunteers have the right to receive reimbursement for out-of-pocket expenses, meals, transportation and other costs. Volunteers should be informed of eligible financial support and have access to reimbursement. See *Policy 5.06, Volunteer Expense Reimbursement and Allowance Rate* for further details.
- 6) **Right to Decline** – volunteers have the right to decline tasks that are beyond their skills, capacity or personal comfort.
- 7) **Workers' Compensation and Liability Coverage** – registered volunteers will receive workers' compensation and liability coverage during EMCR training sessions, training exercises, seminars, workshops, and/or emergency tasks. See *Policy 5.01, Task Registration*, for further details.
- 8) **Feedback, Debriefing and Growth Opportunities** – volunteers should have the opportunity to receive constructive feedback and access to growth opportunities, such as training and access to new positions. Moreover, they should be included in post-event debriefing sessions and after-action reflections.
- 9) **Withdraw** – volunteers have the right to withdraw from their role at any time without facing negative consequences or judgment.

Volunteer Expectations and Responsibilities

Volunteers are authorized to act as representatives of their respective organizations only as outlined in their program or job descriptions and within the scope of the specific duties they are assigned. They should understand and respect the limits of their roles and perform only those tasks for which they have received sufficient training and authorization.

Volunteers are expected to:

- Adhere to the specific responsibilities outlined in the program or organization they are registered with. They are considered an extension of the organization they represent, and as such, they should act in accordance with the organization's values, policies and procedures.
- Follow confidentiality policies, safety practices, dress codes, communication protocols, and operational guidelines and procedures.
- Understand their duties as outlined in their respective volunteer program.
- Be reliable and fulfill agreed-upon responsibilities.
- Demonstrate professional behaviour. They are responsible for adhering to codes of conduct and upholding ethical standards and are expected to foster a collaborative, positive work environment.
- Participate in training sessions, complete required certifications, and attend meetings that are necessary for their role.
- Responsible for the respectful and efficient use of resources, including the allocation of services, supplies, and equipment.
- Responsible for performing their tasks to the best of their abilities while adhering to all safety protocols and procedures.

Emergent Volunteers

Emergent volunteers are individuals who spontaneously offer assistance during or immediately after an emergency or disaster, without being prior affiliated with a formal response organization. They are often local community members who witness the immediate need to contribute and are motivated to assist with response and recovery efforts. Although they may lack specific disaster response training, emergent volunteers play a critical role in enhancing the capacity and speed of emergency response. They can provide essential human resources, local knowledge and additional resources at a time when professional responders may be overwhelmed by the scope of the crisis.

It is important to include emergent volunteers in the overall response and recovery strategy. However, to ensure their contributions are safe and effective, it is essential to establish a process to quickly assess their skills, provide applicable training, and assign appropriate tasks that match their abilities. Proper coordination and integration of emergent volunteers can fill critical gaps in response efforts, strengthening community resilience and ensuring a more efficient recovery.

Resource Management

Resource management refers to the process of identifying, acquiring, coordinating and allocating the personnel, equipment, supplies, services and other resources needed to effectively respond to and recover from an emergency or disaster.

Effective resource management and allocation are a crucial component of emergency management. Timely, appropriate and equitable access to resources is important to minimize disaster impacts and support the safety, recovery and resilience of those affected.

Disasters disproportionately impact individuals, making recovery more challenging for some. Leading factors that may influence a person's susceptibility to disaster impacts may include socioeconomic status, mobility, age, ethnicity and geographic location. Equitable access to resources reduces disparities, promotes resilience, fosters community trust and contributes to long-term recovery for all.

Best practices for resource management in emergency management include:

- **Resource identification** – identifying critical resources (personnel, equipment, technology, and supplies).
- **Inventory management** – maintaining comprehensive and updated inventory lists.
- **Multi-agency coordination** – ensure that agencies collaborate and distribute resources efficiently and equitably
- **Establish agreements** with neighbouring jurisdictions and agencies for sharing resources.
- **Needs assessment** – perform a thorough and ongoing assessment of inventory, identifying priority areas and additional resource requirements.
- **Resource Prioritization** – in resource-scarce situations, prioritize the allocation of critical resources to the more essential operations.
- **Transparency in Allocation** – ensure that the process of resource distribution is transparent, equitable and free from bias, especially in diverse or multi-jurisdictional incidents.
- **Clear communication** - Regularly communicate resource allocation decisions to the public to manage expectations and build trust.
- **Cost-tracking** – keep track of resource expenditures to ensure efficient use and enable the ability to access cost-recovery funds.

Finance Governance in Emergency Management

Provincial guidelines and regulations for financial management are contained in the *Emergency and Disaster Management Act* and the *Compensation and Disaster Financial Assistance Regulation*.

Disasters can be expensive, and the cost of emergency response activities can escalate rapidly. Safeguarding the public, protecting property and implementing other response objectives can require substantial expenditures that fall outside of the regular budgeting and procurement practices.

Accurate financial tracking is essential to ensure accountability to taxpayers and to guarantee that local governments receive appropriate reimbursement from the provincial government for eligible claims. If multiple local authorities are working together in a coordinated response, each requires separate financial tracking systems for response claims.

Finance Emergency Guidance

Emergency and Disaster Management Act and the Compensation and Disaster Financial Assistance Regulation

Spending Authority

Local governments are required to pay all response and recovery expenses up front and where eligible, prepare and request a claim reimbursement from the provincial government.

Eligibility of Response Costs

Eligible and ineligible response costs are listed in *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations*. A copy of which is available in the EOC or available on the provincial website at https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/dfa/financial_assistance_guide.pdf.

The Policy Group should be informed of any significant ineligible expenses that may be necessary during the response and recovery phases.

Compensation, Financial Assistance and Cost Recovery

Legislative guidance on financial compensation related to emergency management is outlined in EDMA:

Part 7: Compensation and Financial Assistance:

- Division 1 – Compensation for Exercise of Response or Recovery Power
- Division 2 – Compensation for Taking Emergency Measure
- Division 3 – Financial Assistance

Part 8: Enforcement and Cost Recovery:

- Division 1 – Enforcing compliance
- Division 2 – Cost Recovery and Administrative Penalties
- Division 3 – Offences

Provincial Emergency Financial Policies

The Government of BC has established policies and procedures to ensure that emergency management activities are conducted safely, effectively and equitably. Below is a list of a few key policies related to financial guidance. For a comprehensive list of policies, including their full details and related procedures and guidance, visit:

<https://www2.gov.bc.ca/gov/content/safety/emergency-management/emergency-management/policies>

Policy 1.01 – Task Report

A Task Report will be completed for all EMCR authorized activities for which a task number has been issued. The Task Report will provide substantiation for a request for reimbursement of eligible expenses incurred while engaged in an emergency response or training activity.

Policy 2.01 – Provincial Support for Livestock Relocation During an Emergency

EMCR will reimburse local authorities and First Nations for response costs related to their support of livestock relocations during an emergency response. Livestock relocation that occurs in the evacuation alert phase will be reimbursed if relocation is deemed necessary when assessing the risk. Rates for reimbursement shall be based on Livestock Relocation Rate Cards negotiated between the Ministry of Agriculture and EMCR.

Policy 2.02 – Task Authorization

An EMCR-issued Task Number must be obtained for all emergency response and training activities for which provincial reimbursement and/or workers' compensation and liability coverage is being sought. A Task Number is an EMCR control number to enable tracking of approved responses or training. A Task Number is NOT an open-ended financial authority.

Policy 5.01 – Task Registration

EMCR will provide financial reimbursement and workers' compensation and liability coverage to registered volunteers at EMCR training sessions, training exercises, seminars, workshops, and/or emergency tasks.

Policy 5.02 – Expense Reimbursement

This policy states that EMCR will reimburse volunteers, volunteer groups, and local government for defined expenses incurred for eligible emergency response and training tasks. To receive reimbursement an Expense Reimbursement Request will be used to support all such requests.

Policy 5.03 – Evacuee Living Assistance

It is expected that all residents will make every effort to be self-sufficient in emergencies or disasters. Evacuee living assistance may be available to support those who are in immediate need of assistance with some of the basic living supports available through the Emergency Support Services (ESS) program of the Province.

Evacuee living assistance may be provided to evacuees when a residence becomes uninhabitable due to: a) being directly impacted by an emergency or disaster; or b) when an imminent emergency results in an evacuation order being issued by a legislated authority.

Policy 5.06 – Volunteer Expense Reimbursement and Allowance Rate

EMCR will reimburse Public Safety Lifeline volunteers and organizations for eligible personal out-of-pocket expenses and for the use of their equipment and property for approved emergency response or training tasks.

Policy 5.07 Workers’ Compensation Coverage

EMCR will provide workers’ compensation coverage for any Emergency Services Workers under the authority of a Provincial Emergency Services Coordinator. In addition, the Province has agreed to extend workers’ compensation coverage to fire department staff doing road rescue work outside their jurisdictional area provided the fire department has been approved by EMCRC as a Road Rescue Service Provider.

Policy 5.09 – Disaster Financial Assistance Declaration

Provides guidance on whether a disaster has a sufficient magnitude to be eligible for DFA.

Provincial Procurement Guidance

Procurement staff and suppliers need to be aware of the current *Equipment Rental Rate Guide: BC Road Builders and Heavy Construction Association – The Blue Book* for provincially approved rates which will be adhered to during any emergency response or recovery initiatives.

Expense Authorization Forms

Wherever possible and reasonable, the local government will submit an Expenditure Authorization Form to the PREOC for approval, before incurring the expense.

Disaster Financial Assistance (DFA)

The DFA is a provincial program designed to help individuals and communities recover by providing partial reimbursement for eligible infrastructure repairs.

DFA for Individuals, Small Businesses, Farms, and Charitable Organizations

After a disaster, the province may declare the event eligible for Disaster Financial Assistance (DFA). Once declared, the program may provide applicants with assistance to restore uninsurable losses that are essential.

This financial assistance is meant to compensate for sudden, unexpected, and uninsurable losses. This may include building repairs, replacement of essential personal effects, eligible equipment and inventory, clean up and debris removal. Under DFA, applicants can apply for partial reimbursement on eligible expenses.

Comprehensive details of DFA support for homeowners, residential tenants, small business owners, farm owners and charitable organizations, can be found in the *Disaster Financial*

Assistance: Guidelines for Private Sector document: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/dfa/private_sector_guidelines.pdf

Further information is available on the Government of BC's website at:

<https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/evacuation-recovery/disaster-financial-assistance>

DFA for Community Recovery

After a disaster, the provincial government may declare the event eligible for DFA. Once declared, communities may be eligible for financial assistance for damaged infrastructure.

Compensation eligibilities and local authority financial obligations are outlined in the

Compensation and Disaster Financial Assistance Regulation:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/124_95

SUSTAINABLE DISASTER RECOVERY

The recovery phase includes activities that are taken for the purpose of:

- restoring the health, safety and well-being of affected persons,
- restoring the safety of property or of objects or sites of heritage value, and
- improving, to the extent reasonably practicable, assets, services and processes so as to reduce the risk of and increase resilience to emergencies.

The recovery phase focuses on restoring or improving the livelihoods, health, and economic, physical, social, cultural and environmental assets, systems and activities of a disaster-affected community. This process aligns with the principles of sustainable disaster recovery strategies that aim to “build back better”, to avoid or reduce future disaster risk.

Recovery Guidance and Resources

The ACRD will follow the provincial guidance and resources for the recovery phase including:

- *Guide for Transitioning to a Local Recovery Period*
- *Recovery Guide for Local Authorities and First Nations*
- *EDMA Response and Recover Powers*
- *Community Re-entry Considerations: Reference Guide*

Recovery Guidance

Guide for Transitioning to a Local Recovery Period
Disaster Recovery Guide for Local Authorities and First Nations
EDMA Response and Recover Powers
Community Re-entry Considerations: Reference Guide

These documents can be located in the EOC or on EMCR website at:

<https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/recovery#guides>

EMCR has developed recovery guidance and resources for the public to support people impacted by an emergency. Resources can be viewed online at:

<https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/evacuation-recovery/emergency-recovery>

Guiding Principles of Sustainable Disaster Recovery

Recovery measures should not only address immediate needs but should facilitate long-term resilience. When making restoration decisions, the key principles of sustainable disaster recovery should be applied whenever possible. The goal is to align recovery efforts with long-term sustainability and disaster risk reduction strategies.

1) Build Back Better

This principle emphasizes the importance of not only restoring what was damaged or lost but also improving infrastructure, systems, and services to be more resilient to future hazards. It involves incorporating risk reduction measures into rebuilding efforts, such as employing building codes, applying disaster-resistant designs to infrastructure, and using sustainable materials to ensure that communities are more durable and adaptable to future hazards.

2) Inclusivity, Community Engagement and Empowerment

Actively involving local communities in the recovery process is essential. Engaging residents in planning and decision-making helps ensure that recovery efforts are aligned with local needs, cultures, values, and priorities. Community-driven recovery builds local ownership, empowers residents, enhances social cohesion and ensures that solutions are appropriate for the community, leading to more effective and sustainable outcomes.

3) Equitable Access to Resources, Services and Support

Equitable access to resources, services, and support during disaster recovery is crucial for ensuring that all individuals and communities, especially the most vulnerable, receive the assistance they need to recover effectively. Without equitable access, disparities can widen, leaving marginalized groups—such as low-income families, elderly individuals, and people with disabilities—at a disadvantage.

Participation of diverse groups in decision-making processes and equitable allocation of resources can address disparities and promote social cohesion. Prioritizing equity will contribute to long-term resilience, ensuring that every community member has the opportunity to rebuild and thrive.

4) Preserving & Respecting Individual Agency

Wherever possible, individuals should be enabled to retain their agency throughout the recovery process. Preserving individual agency is essential for empowering people to actively participate in their own recovery. When individuals retain control over their choices and actions, they are better equipped to navigate challenges, make informed decisions, and contribute to rebuilding their communities. This sense of agency fosters resilience, prioritizes personal values and needs, and strengthens mental well-being and empowerment, enhancing and accelerating the overall recovery process.

5) Environmental Sustainability

Sustainable recovery should protect and restore ecosystems that serve as natural buffers against future disasters and support ecological balance. Recovery efforts must prioritize the restoration of the natural environment to ensure long-term resilience and maintain ecological health.

6) Risk-Informed Development

Sustainable recovery must incorporate risk-informed development planning and practices. This means that recovery strategies should be based on the understanding of current and future risks. It ensures that recovery practices such as new developments, zoning regulations, land-use planning and reconstruction efforts are designed to reduce vulnerabilities and minimize exposure to future hazards.

7) Collaboration, Partnerships and Integration

Sustainable disaster recovery requires a holistic and integrated approach that combines efforts across sectors, levels of government, and organizations. Successful recovery depends on strong partnerships and collaboration among various interested parties, including government agencies, international organizations, the private sector, and community groups. Collaborative efforts leverage diverse expertise, resources, and perspectives, leading to more robust and sustainable recovery outcomes.

8) Social and Cultural

Sustainable recovery goes beyond physical reconstruction; it also encompasses the restoration of social and cultural practices. It is important to rebuild social networks, connections and cultural and heritage locations. Making decisions that strengthen social capital is critical to mental well-being, social cohesion and community resilience.

9) Economic Resilience

A critical aspect of sustainable recovery is restoring and improving livelihoods. This may include supporting small businesses, fostering job creation and promoting economic diversification. During disaster recovery, prioritizing local businesses and employing local residents in restoration activities are ways to economically support individuals, households, local businesses and the broader community. Moreover, it fosters a sense of ownership and community involvement in the recovery process.

10) Leadership and Governance

Strong leadership and governance are crucial to ensure a coordinated, efficient, and equitable response. Effective leadership provides clear direction, mobilizes resources, and fosters collaboration. Good governance ensures transparency, accountability, and inclusive decision-making, which are essential for rebuilding trust and ensuring that recovery efforts meet the needs of all affected groups. Without strong leadership and governance, recovery efforts can become fragmented, inefficient, and prone to delays, undermining long-term resilience.

11) Transparency and Accountability

Learning from past disasters and recovery experiences is key to improving future disaster management practices. This principle involves evaluating recovery efforts, identifying lessons learned, and adapting strategies based on feedback and new information to ensure that recovery efforts are meeting long-term objectives.

Key Sectors in Recovery

It is important to understand that the recovery phase often begins simultaneously with the response phase and can continue into the mitigation and preparedness phases. Emergency management is a continuous cycle that is intertwined with all phases of emergency management. Early recovery efforts lay a strong foundation for long-term disaster risk reduction. Additionally, lessons learned from recovery will inform emergency planning, ensuring that communities are better equipped for future disasters.

Recovery can be separated into four broad sectors including People and Communities, Economy, Environment and Infrastructure. Within these sectors, the recovery phase may include, but is not limited to the following activities:

People and Communities

- Post Disaster Health Care
- Emergency Support Services
- Lodging

Economy

- Financial Recovery
- Business Recovery

Environment

- Disaster Waste Management

Infrastructure

- Critical Infrastructure Recovery

Post-Disaster Health Care

Post-disaster health care is essential during emergency recovery, as it addresses both the immediate and long-term physical and mental health needs of affected populations. Disasters often lead to injuries, the spread of infectious diseases, and exacerbate chronic health conditions, making timely medical care critical for saving lives and preventing further health crises. Mental health support is equally important, as survivors may experience trauma, anxiety, or grief.

By providing comprehensive post-disaster health care, communities can recover more effectively, reduce long-term health impacts, and build resilience against future emergencies. Access to medical services, and mental health counselling play a vital role in restoring overall well-being and helping people rebuild their lives.

The health care system is expected to:

- Continue providing emergency services
- Restore health services as soon as possible
- Meet any surge in demand created by the disaster
- Continue to assess psychosocial needs, and develop and implement plans for addressing them

Emergency Support Services (ESS)

In response to an emergency or disaster, ESS can be activated to provide short-term basic support to people who have been impacted. The goal is to preserve emotional, mental, and physical well-being through the facilitation of essential services, such as food, accommodation, clothing, incidentals, and family reunification. Services are provided to provide temporary assistance to help individuals plan their next steps in recovery. In large-scale emergencies, these services are typically provided in a reception center and group lodging facility.

ESS Guidance and Resources

Relevant guidance and resources for ESS include:

- *ACRD Emergency Support Services Plan and Manual*
- *EMCR Emergency Support Services Program Guide*
- *Reception Centre Operational Guidelines*
- *Group Lodging Operational Guidelines*
- *ERA videos and user guides*

ESS Guidance

ACRD Emergency Support Services Plan and Manual
EMCR Emergency Support Services Program Guide
Reception Centre Operational Guidelines
Group Lodging Operational Guidelines

Lodging

Lodging is a critical aspect of emergency recovery, providing stability and safety for displaced individuals and families in the aftermath of a disaster. Having access to secure lodging helps meet basic needs, and prevents additional hardships, such as exposure to extreme weather or unsanitary conditions, which can lead to further harm, health and safety issues.

Safe lodging reduces the stress and trauma associated with displacement and enables survivors to focus on other critical aspects of recovery, such as accessing health care, returning to work, and enrolling children in school. Stable lodging solutions are essential for both immediate relief and long-term recovery efforts, supporting a smoother transition back to permanent housing.

With regard to lodging, the goal in recovery is to provide sufficient emergency lodging as close as possible to the affected area.

The three types of lodging are:

1) Shelters & Group Lodging

This refers to housing that is provided during the initial emergency response phase. Shelter is most often shared in groups and is always considered transitional. Group lodging may be established in community centres, schools or other public buildings.

2) Transitional lodging

Transitional lodging is semi-permanent accommodation that serves as a bridge between emergency shelters and permanent housing solutions. Transitional lodging is generally more private or semi-private than shelter, but it may still include some shared services.

3) Permanent Housing

This refers to the permanent homes that offer long-term accommodation for individuals and families. This is considered essential for survivors to return to normal and achieve long-term recovery.

Financial Recovery

Financial recovery is a critical component of the emergency recovery phase, as it directly impacts the ability to rebuild and restore the community. After a disaster, securing financial resources enables the repair of damaged infrastructure, the restoration of essential services, and the support of economic activities that sustain the local economy. Effective financial management ensures that funds are allocated efficiently to meet both immediate needs and long-term rebuilding efforts. It also provides the foundation for resilience, helping not only recover but to “build back better” and strengthen the capacity to withstand future emergencies. Without a strong financial recovery plan, the road to recovery can be prolonged, deepening the social and economic impact of the disaster.

Refer to the *Finance Governance In Emergency Management* section for further details.

Business Recovery

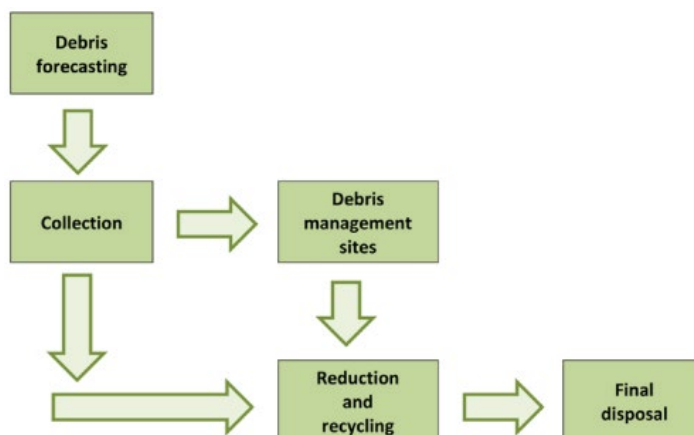
Small and medium enterprises (SMEs) are the backbone of local economies and their recovery is vital for the overall recovery of the community. They provide essential goods and services, create jobs, and contribute to the community’s overall vitality. When SMEs recover quickly, they help restore economic activity, rebuild local supply chains, and generate income for residents. By prioritizing small business recovery, communities can accelerate their economic rebound, strengthen their economic base, and ensure a quicker and more sustainable overall recovery.

Disaster Waste Management

The scale and impact of debris generated from a disaster can overwhelm existing solid waste structures and resources. Disaster waste management is crucial in emergency recovery because it addresses the large volumes of debris and hazardous materials generated by a disaster, which can pose significant health and environmental risks.

Effective waste management ensures that debris is promptly and safely collected, sorted, and disposed of or recycled, reducing the potential for contamination, disease spread, and environmental damage. Proper disaster waste management also helps to expedite the cleanup process, enabling affected areas to recover more quickly and return to normalcy. Debris management also influences the speed of physical, social, and economic recovery. When done effectively, it will safeguard public health, protect the environment, and implement other recovery activities that can support a more sustainable recovery.

The disaster debris management process consists of five stages, as represented in the diagram below. For further information, refer to *Section 8: Recovery* in the *BC Emergency Management System Guide*.



Critical Infrastructure Recovery

Any disruption or loss involving critical infrastructure can have debilitating effects on a community or organization. Critical infrastructure recovery is essential to ensure the restoration of fundamental systems and services that support the health, safety, and functionality of a community. This includes repairing or rebuilding essential services such as electricity, water, transportation, and communication networks, which are vital for everyday life and emergency response efforts. Efficient recovery of critical infrastructure enables the resumption of normal activities, supports economic recovery, and enhances public safety. Without a swift and effective restoration of these systems, communities face prolonged disruptions, increased vulnerability, and greater challenges in their overall recovery process.

Stages of Recovery

Each stage of recovery is interconnected, building upon the previous stage and requiring coordination and cooperation between all levels of government agencies, non-governmental organizations, the private sector and community citizens.

When moving through these stages, communities/organizations will need to:

- Set priorities for recovery
- Establish the roles and responsibilities of all involved
- Set realistic milestones and timelines
- Ensure the effective transfer of knowledge, expertise, services, and support

1. Immediate or Short-Term Recovery

- **Objective:** This stage begins simultaneously with the onset of response activities and addresses the immediate needs for life safety and actions that stabilize the situation.
- **Activities:** This stage involves providing emergency shelter, food, medical care, mental health and wellness support, and other essential services to affected individuals. It also includes the initial assessment of damage and the deployment of resources to meet urgent needs, as well as the resumption of affected businesses and services.

Short-term activities include, but are not limited to:

- Return of evacuees
 - Provision of mental health and wellness supports
 - Resumption of affected businesses and services
 - Provision of financial support
 - Alternate/temporary housing and associated supports
 - Clean-up and debris removal (access and to make a home or public facility safe for use)
 - Hazard assessment (geotechnical and engineering assessments)
- **Focus:** Ensuring that basic needs are met and that life-safety measures are in place. The goal is to stabilize the situation and prevent further harm.

2. Intermediate or Medium Recovery

- **Objective:** Begin rebuilding and restoring essential services and infrastructure. Re-establishing the movement of goods and services, resuming business and economic functions, and undertaking environmental rehabilitation.
- **Activities:** During this phase, efforts shift towards restoring critical infrastructure such as utilities, transportation, and communication networks. It also involves repairing or replacing damaged homes and businesses and addressing the longer-term needs of the community. There is a great involvement of non-governmental organizations, insurers, financial institutions and volunteer groups.

Medium-term recovery activities include, but are not limited to:

- Identifying needs and recovery priorities
 - Movement of goods and services
 - Infrastructure repairs
 - Resumption of business and economic functions
 - Cultural and spiritual reconnection to the environment
 - Social health and wellness
 - Environmental rehabilitation
- **Focus:** Transitioning from immediate relief to more sustainable recovery, including the establishment of temporary housing and the initiation of debris removal and cleanup operations.

3. Long-Term Recovery

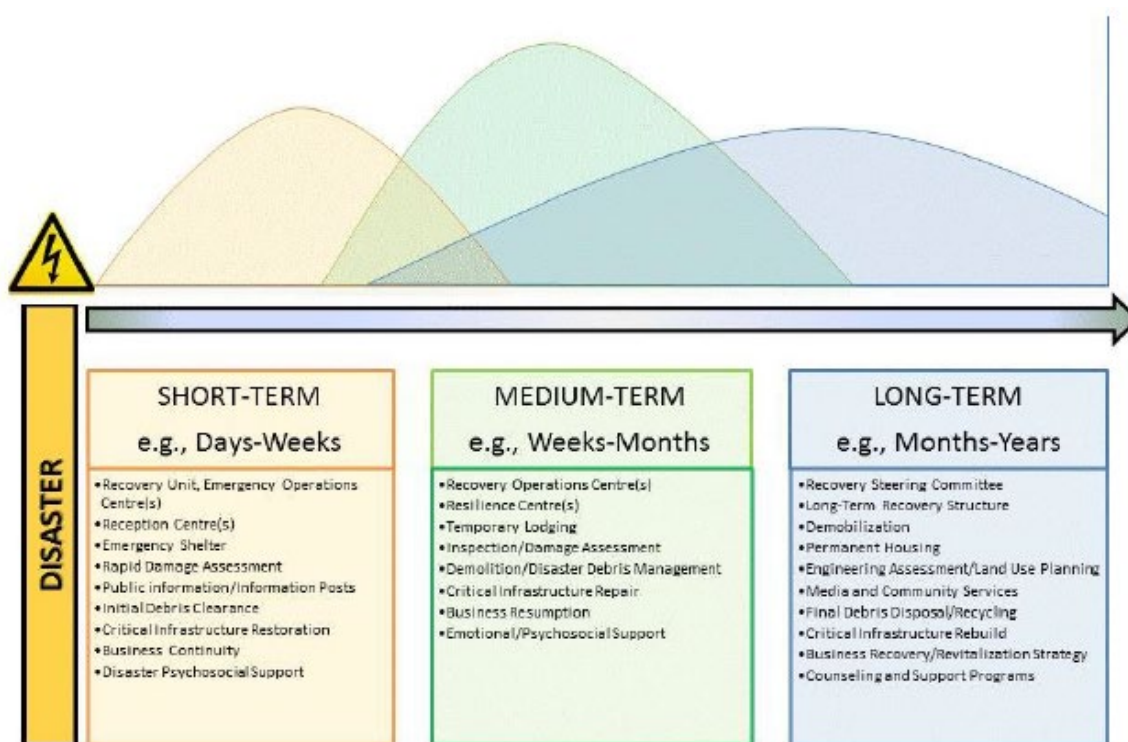
- **Objective:** To “build back better” and restore the community to normal or improved conditions that enhance resilience for future events. Sustainable disaster recovery may include the replacement, rebuilding, redesigning or improvement of what was affected or lost.
- **Activities:** This stage involves comprehensive, sustainable recovery efforts, including permanent housing, changes to building codes and land-use designations, economic revitalization, and the enhancement of community infrastructure to withstand future disasters. It also includes addressing mental health needs and supporting long-term social recovery programs.

Long-term activities may include the following:

- Identifying mitigation activities/projects
 - Obtaining funding
 - Implementing lessons learned
 - Updating the Hazard, Risk, and Vulnerability Assessment
 - Ensuring ongoing integrated communication at all levels
 - Demobilization or handover to community- and organization- based project management.
- **Focus:** Achieving a full return to normalcy or improved conditions, incorporating lessons learned to enhance future resilience and sustainability.

4. Mitigation and Preparedness

- **Objective:** Reduce future risks and improve preparedness for future disasters.
- **Activities:** Analyzing the recovery process to identify strengths/weaknesses, implementing measures to mitigate the impacts of future disasters, and improving emergency preparedness and response plans.
- **Focus:** Developing disaster risk reduction strategies by building resilience and reducing vulnerability to future disasters.



Recovery Models

A recovery model is a structured framework or approach designed to guide the process of restoring and rebuilding communities, organizations, and systems following a disaster or emergency. The purpose of a recovery model is to ensure a systematic and organized recovery effort that addresses immediate needs and supports long-term restoration and resilience.

Each model offers a unique approach to managing disaster recovery, and the choice of model may depend on the specific context of the disaster, the scale of impact, and the resources available. Integrating elements from multiple models can often provide a more robust and effective recovery strategy.

The provincial *Disaster Recovery Guide* and the *BC Emergency Management System* offers four models:

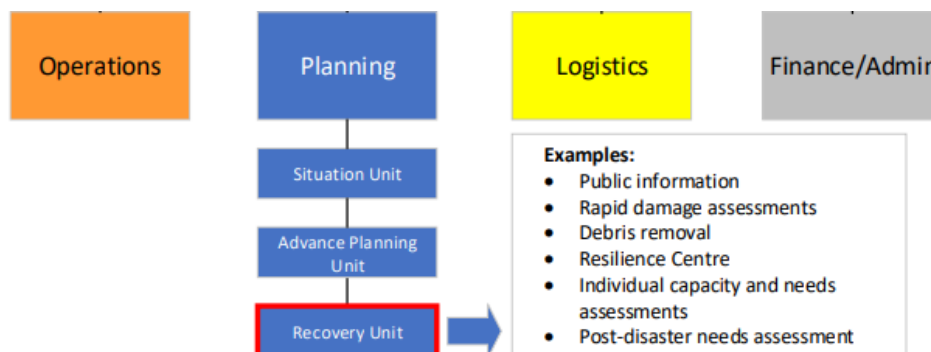
- 1) Recovery Unit
- 2) Community Resilience Centre
- 3) Recovery Operations Centre
- 4) Community Recovery Manager

Recovery Unit

The EOC should keep recovery needs at the forefront of emergency operations to facilitate the transition from response to recovery. Early in the response phase, the EOC should establish a Recovery Unit under the Planning Section to start the process of identifying needs/gaps and initiate and manage short-term and priority recovery activities as soon as possible to permit the EOC to focus on completing response activities.

Specific responsibilities of the Recovery Unit may include:

- Assessing community/organization recovery requirements and developing recovery action plans
- Reviewing and/or developing Community Recovery Plans
- Identifying immediate steps to initiate and speed up appropriate parts of recovery within the community/organization
- Anticipating long-term actions required to restore local services
- Liaising, sharing information, and coordinating with other organizations/agencies involved in recovery
- Facilitating priority recovery activities
- Establishing plans to transition the EOC to a Recovery Operations Centre, if needed



Community Resilience Centre

The purpose of a Community Resilience Centre is to assist individuals during the recovery phase. It provides a physical or virtual space for and coordination of the various agencies and groups offering guidance, advice, resources, and assistance to those affected by an emergency/disaster – a one-stop shop for recovery needs. Using this “one-stop shop” approach ensures that stakeholders have the opportunity to coordinate their assistance to community members, empowering residents and strengthening resilience.

Specific steps and activities may include:

- Complete a capacity and needs assessment with community residents
- Assist individuals in completing their personal action plans
- Ensuring that those with urgent needs are connected with the appropriate agencies/groups:
 - Pursuing family reunification efforts
 - Linking homeowners with agencies and volunteer groups, who may be able to assist with recovery efforts such as debris removal, cleaning services, and restoration.
 - Providing information on financial assistance programs and insurance
 - Providing psychosocial support services and mental health support, including trauma recovery and stress management
 - Linking the residents to public health agencies and services
- Monitor individual progress throughout the recovery process

Recovery Operations Centre (ROC)

As focus and coordination shifts from response to recovery, a ROC may be established to provide continuity in the support and coordination of recovery activities. Similar to the EOC and using the ICS structure, the ROC consists of four sections: operations, planning, logistics, and finance. Establishing units and branches within these sections expands the structure to accommodate more complex recovery requirements.



Community Recovery Manager

A community may be eligible to hire a Community Recovery Manager (CRM) when it is shown that recovery impacts are beyond the capacity of the community to recover on their own. The CRM's primary responsibility will be to develop an event-specific recovery plan; however, they may also coordinate the activities of the four sectors through sector leads.

The position liaises with community organizations/agencies, businesses, other local government officials, and nearby local authorities and First Nations to establish effective, coordinated, and collaborative relationships to deliver services and support to affected individuals and communities throughout the recovery process.

It is also essential that the Recovery Manager is drawn, as much as possible, from within the community. While contractors bring expertise, they may leave the community without the internal resilience and skills to continue to recover and be better able to withstand the next disaster.

The Province may reimburse costs to hire a CRM with the following parameters:

- The initial term for a CRM is for up to six months, based on the time required to identify impacts and to build a recovery plan.
- The position is funded to an equivalent existing position within the existing governance structure.

ANNEX A

HAZARD-SPECIFIC GUIDANCE

This Annex contains the following hazard-specific guides:

- Earthquake
- Tsunami
- Wildfire
- Hazardous Materials Release
- Dam Breach
- Pandemic, Disease Outbreak and Public Health Crisis
- Extreme Heat
- Extreme Cold, Winter Weather and Storms
- Telecommunications Interruption

Earthquake Response Plan



Hazard Description

Earthquakes are one of the most devastating hazards that threaten British Columbia and the most at-risk regions are along the west coast. There are approximately 4,000 recorded in BC annually.

Earthquakes are created by stresses between and within tectonic plates on the earth's surface that are constantly moving apart, sliding past one another or colliding. Some movements are too small to notice, while others result in big earthquakes.

Earthquakes cannot be predicted.

The first sign of an earthquake may be a bang, rumble, or an alert on your phone, TV or radio. You may then feel the ground shake and roll for up to five minutes. Aftershocks are generally smaller earthquakes in the same area, and they may continue for many days, weeks or even years.

In BC, there are four common types of earthquakes:

1. **Earthquakes along the Cascadia Subduction Zone** happen when the Juan de Fuca Plate moves under the North American Plate. These earthquakes have the highest magnitudes (amount of energy released) and will trigger a tsunami.
2. **Deep earthquakes** occur well below the earth's surface, within the subducting Juan de Fuca Plate. These earthquakes generally result in weaker shaking.
3. **Crustal earthquakes** occur within the North American Plate, close to the earth's surface. Depending on their magnitude, these earthquakes can cause significant damage.
4. **Earthquakes along the Queen Charlotte Fault**, off Haida Gwaii, happen when the Pacific Plate slides past the North American Plate horizontally (side by side). These earthquakes have been some of the largest recorded in BC. No matter the type or location of an earthquake, individuals need to be prepared.



Local Knowledge

Southwest British Columbia lies over the active Cascadia subduction zone in an earthquake environment similar to the coasts of Japan, Alaska, and Central and South America. The Queen Charlotte Fault, similar to the San Andreas Fault, lies along the west coast of the Queen Charlotte Islands, presenting that region with an earthquake environment similar to parts of California.

Historically, British Columbia has experienced some of the world's largest earthquakes: a magnitude 9.0 event along the Cascadia subduction zone in 1700 and a magnitude 8.1 along the Queen Charlotte Fault in 1949. The 1918 magnitude 7.0 and 1946 magnitude 7.3 earthquakes on Vancouver Island were amongst the largest earthquakes in North America in the 20th century.

Potential Impacts

The primary effect of an earthquake is shaking of the ground surface. Depending on the magnitude, location, and depth this can lead to a wide range of secondary effects, including soil liquefaction, landslides, ground subsidence, and tsunamis.

Other damaged infrastructure examples of major consequences from earthquakes. Aftershocks, which may be nearly as large as the original earthquake, can compound these impacts. Aftershocks can occur for several weeks following the initial event. Although the frequency and magnitude of aftershocks will decrease over time, their unpredictability will affect the safety and ability of residents and responders, and require additional precautionary measures during response.

The possible major effects of an earthquake are:

- Considerable damage to infrastructure and facilities
- Overturned objects and furniture
- Broken windows
- Injuries and fatalities
- Trapped and or displaced persons
- Damage to property
- Material damage to roads, bridges and buildings
- Fire, explosions and fire hazards
- Escape of gases
- Flooding
- Landslides, mudslides and sea surges
- Emotional distress
- Danger to public health
- Evacuation of people, pets, and livestock



A significant local earthquake lasts longer than 20 seconds, is difficult to stand during, and within minutes may be followed by a tsunami in the Alberni Valley.

Residents should follow the earthquake immediate action (Drop, Cover and Hold-On) and as soon as it is safe to do so immediately move to higher ground.

The Canadian Earthquake Early Warning System

Natural Resources Canada developed and maintains the Canadian Earthquake Early Warning system. It is designed to alert for earthquakes that are likely to cause damage. Earthquake early warning systems cannot predict earthquakes, however, it provides seconds to tens-of-seconds of warning by detecting an earthquake immediately after it occurs, giving enough warning to Drop, Cover and Hold On.

In BC, the Canadian Earthquake Early Warning system sends alerts to the public through the National Public Alerting System. Alerts will appear on TV, radio and compatible mobile phones.

www.canada.ca/earthquake-early-warning

Provincial Earthquake Immediate Response Strategy (PEIRS)

The PEIRS details how the Province will lead and coordinate during the immediate response phase and articulates the roles and responsibilities of the provincial government, provincial agencies, and additional government and non-government partners across a number of key functions. It is intended to be used by provincial ministries, crown corporations, and other public sector entities, and integrates federal government partners, First Nations, local authorities, Critical Infrastructure owners and operators, bordering jurisdictions, intergovernmental organizations (IGOs), and non-governmental organizations (NGOs) into the provincial response.

This strategy is a component of the Province's Comprehensive Emergency Management Plan (CEMP) and will guide provincial and support agency responses.

Potential Response Activities

Actions	Responsibility /Assisting Agencies
Establish a coordinated emergency response	Emergency Operation Centre
Establish Incident Command Post	Incident Commander
Assist with the evacuation	RCMP / Fire Departments
Organize and direct search and rescue	RCMP / AV Rescue Squad
Minimize impacts on damaged utilities and infrastructure	Engineering / City of Port Alberni
Minimize fire and hazmat release impacts	Fire Department
Establish traffic control	RCMP / Public Works
Establish reception centre and group lodging sites	Emergency Support Services
Establish casualty triage	BCAS / Island Health
Assess health concerns & public health issues	Medical Health Officer/ Island Health/ Ministry of Health

Relevant Documentation and Reference Material

- Provincial Earthquake Immediate Response Strategy

EOC Checklist

EOC Director / Management Staff

- Activate EOC - Following a major earthquake activate the EOC to receive and process information, including the potential for tsunami.
- Ensure Responder Safety - Remind all responders that areas may contain numerous hazards, including chemical spills, potential sinkholes, strong water currents, and other threats that may not be obvious.
- Keep the Public Informed - Establish adequate information systems, including the use of Voyent Alert!, website, and social media (Information Officer).
- Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents (Information Officer).

Operations

- Provide support to site, including evacuee reception Centers. (All)
- Coordinate the establishment of a temporary morgue with BC Coroner (RCMP)
- Coordinate restoration of utilities and public facilities (Engineering / Utilities)
- Coordinate requests for additional resources (All)
- Coordinate psychosocial services (ESS)

Planning

- Monitor for Potential Aftershocks – Obtain and disseminate current aftershock information by working with EMCR and tracking the progress of potential aftershocks via the following websites:
 - EMCR: <http://www.emergencyinfo.bc.ca/>
 - Natural Resources Canada: <http://www.earthquakescanada.nrcan.gc.ca/index-eng.php>
- Collect Damage Information – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document damage and submit written observations to the EOC carefully noting the location.
- Initiate Recovery – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery.
- Anticipate Hazards – Consider the implications of impacts and anticipate future recovery activities.

Logistics

- Contact the PREOC for additional personnel if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long-term support (food/accommodation) of responders, recovery workers, and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Rescue Equipment	All agencies
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	Private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS/Salvation Army
Pumps	Private
Mobile public address equipment	RCMP/Fire

Tsunami Response Plan

Hazard Description

A tsunami is a series of powerful ocean waves generated by a sudden displacement of a large volume of water and is often triggered by earthquakes, volcanic eruptions, or landslides.



Tsunamis can travel at high speeds, across vast distances and can build to significant heights, making them particularly dangerous to coastline communities. The waves can be up to 100 kilometres long and move as fast as 800 km/hour in the deep ocean.

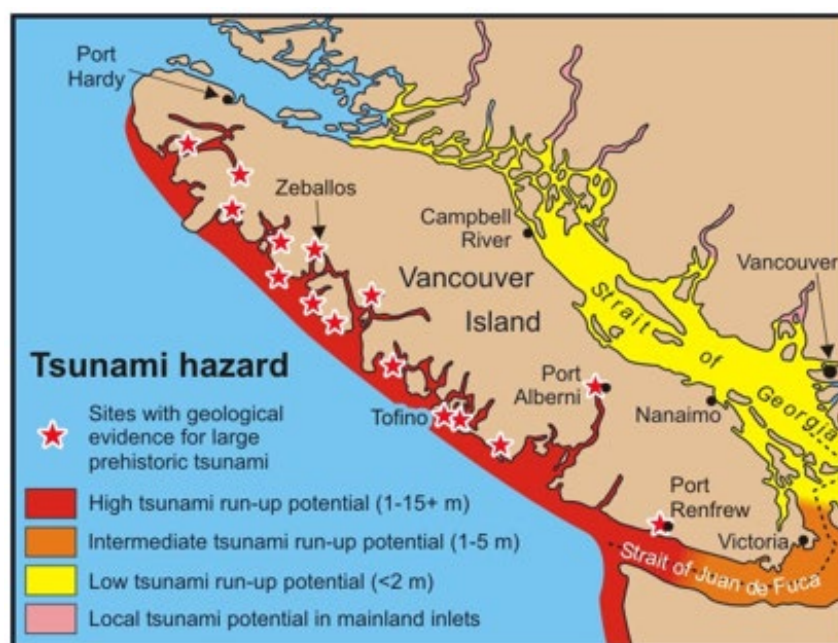
When a tsunami reaches land, it can cause severe flooding, damage to infrastructure, and loss of life. Tsunamis can strike with little warning, making preparedness and timely evacuation critical to reducing their impact.

Local Knowledge

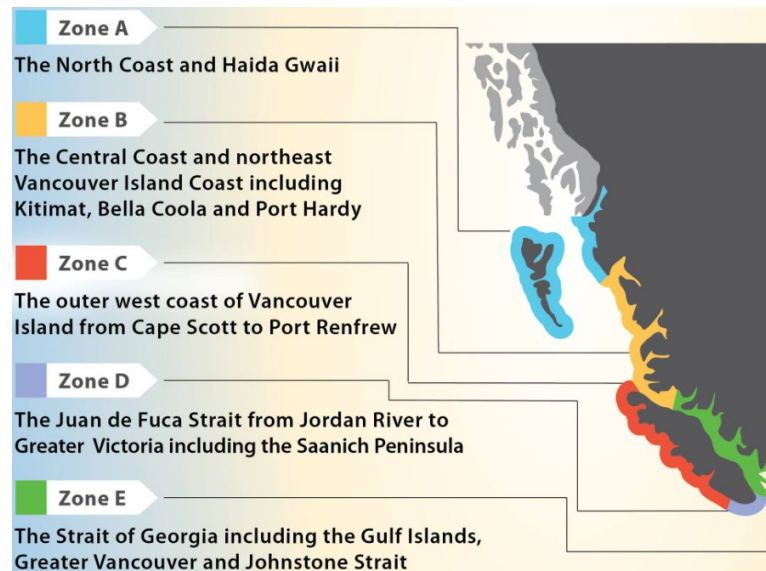
Due to its coastal proximity, combined with its location along the Cascadia Subduction Zone, many parts of the ACRD are vulnerable to tsunami impacts.

The most significant tsunami to affect the region was on March 27, 1964, when a 9.2 magnitude earthquake that occurred in Anchorage, Alaska generated a four-meter high wave that caused \$5 million in damages to homes, businesses and infrastructure.

As indicated in the map below, there is historical evidence that all coast communities within the ACRD are potentially vulnerable to a tsunami.

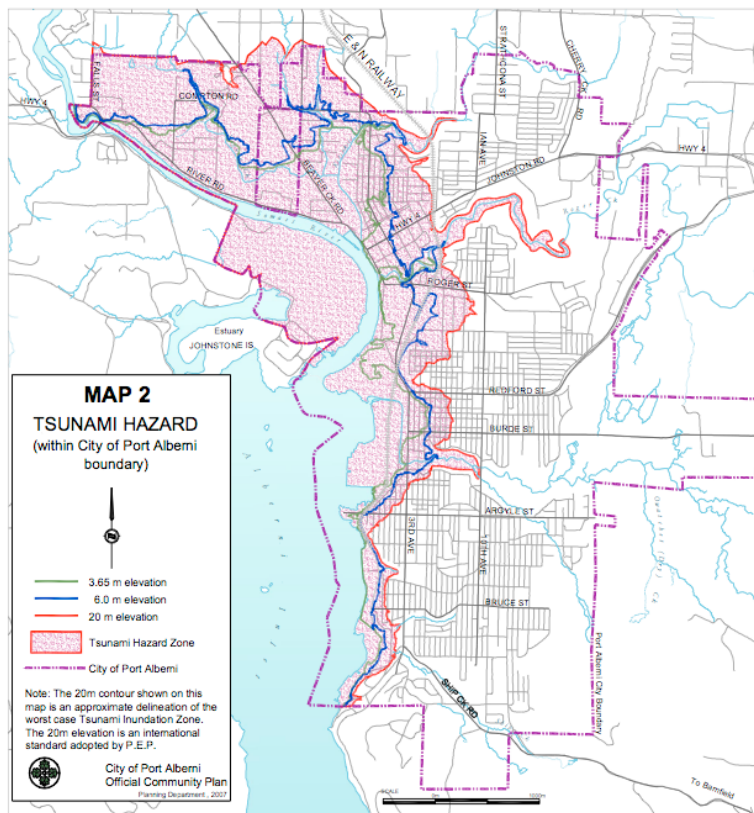


In British Columbia, there are five notification zones. The ACRD and the City of Port Alberni are located in Zone C.



The map below indicates the areas most vulnerable to tsunami flooding within the Alberni Valley.

Map 2: Tsunami Inundation



The following locations are considered safe from tsunami flooding:

- Above the tracks on Johnson Street
- Top of Watty's Hill
- Falls St at Lugin Rd
- Golden St above Nelson Rd
- Above the tracks on Roger St
- Redford St and 5th Ave
- Argyle St and 2nd Ave
- Kitsuksis Rd above Tsumas Elementary School

The public should be reminded **NOT** to go to the beach or waterfront to watch. Tsunamis move at extreme speeds and faster than people can run, or drive.

Potential Impacts

The HRVA ranks tsunamis among the region's most consequential hazards. Potential impacts include:

- Casualties and deaths
- Trapped, stranded or missing people, including visitors and residents
- Extensive flooding
- Evacuation and relocation of people, pets and livestock
- Critical infrastructure damage (roads, communication, bridges, docks, waterworks, utilities etc.)
- Damage to property and buildings (public and private)
- Disruption to utilities and services
- Hazardous materials spills
- Public health issues, leading to the overburdening of the medical system
- Supply chain disruptions
- Drinking water and food scarcity
- Water scarcity
- Excessive debris and waste, requiring removal and overwhelming the landfill
- Contamination issues, leading to health concerns (ie. Sewage, disease)
- Disruption to travel (air, road, water)

National Tsunami Warning Centre

Tsunami messages are issued by NTWC in Palmer, Alaska, and rebroadcasted by EMCR. NTWC's area of responsibility includes the continental US, Alaska and Canada.

When an earthquake occurs, there is no immediate method to determine if a tsunami has been generated. Scientists at NTWC note the estimated magnitude and location of the earthquake's epicentre to determine if there is a potential for a tsunami. Based on this limited information, an initial tsunami message is issued. The NTWC issues an initial tsunami message within a few



minutes of the earthquake via satellite, email, text messaging, fax and Twitter to key responding agencies and individuals.

The NTWC then tracks the arrival of tsunami waves through a network of tide gauge stations and buoys in the open ocean that respond via satellite link. NTWC continues to issue messages as information is updated. As more information is gathered and the risk is understood more clearly, tsunami alert levels may change.

The NTWC messages identify:

- Alert levels for the NTWC area of responsibility;
- Earthquake parameters;
- Anticipated impacts based on alert level;
- Recommended actions within the alert area;
- Forecasted tsunami start times at pre-defined locations in the alert area; and
- Forecasted or observed tsunami wave heights at pre-defined locations in the alert area.

National Tsunami Warning Center: <http://ntwc.arh.noaa.gov/>

BC Tsunami Notification Process Plan

The ACRD DEMP is guided by the provincial *Tsunami Notification Process Plan*. This plan describes the roles, responsibilities and general procedures used by international, federal, provincial and key partner agencies in the dissemination of tsunami messages within BC. It outlines the tsunami notification process, from the initiation of a tsunami message from the NTWC to the reception of this information by the public.

Provincial Notification System

NTWC messages are transmitted to the 24/7 Emergency Coordination Centre (ECC) at EMCR, who then rebroadcasts messages through the Provincial Emergency Notification System (PENS).

EMCR is the provincial lead for tsunami notification to emergency management partners in BC. PENS consists of multiple methods and partner agencies to ensure timely and accurate tsunami messages. These methods include:

- EMCR social media twitter feed and EmergencyInfoBC blog;
- EMCR direct telephone calls;
- EMCR email;
- EMCR interactive voice telephone;
- EMCR fax;
- EMCR Alert Ready (tsunami warning only);
- Provincial Emergency Radio Communications Service (PERCS);
- Environment and Climate Change Canada Weatheradio and Weather website; and
- Marine Communication and Traffic Services/Canadian Coast Guard - Channel 16 marine radio transmissions.

Receipt of a tsunami messages should be received through multiple sources. The objective is for each recipient to receive the message at least once. Partners that receive tsunami messages

through PENS should disseminate the information to their networks to ensure widespread notification according to their previously established local plans.

ACRD and CPA Tsunami Notification Sirens

The tsunami warning system in Port Alberni consists of six towers positioned at strategic locations at the edge of the tsunami inundation zone. Towers are located at Golden Street and Nelson Road, Margaret Street and Arrowsmith Road, Fourth Avenue and Redford Street, Kingsway Avenue and Second Avenue, Compton and Beaver Creek Road, and on Pacific Rim Highway, located near the Tseshaht First Nation Administrative Building.

The system is maintained by the Port Alberni Fire Department. It is tested silently every Monday and audibly on the first Wednesday every month at 1:00pm. It has the capability to broadcast both recorded and live messages.

In the event of a tsunami warning, a three-minute long siren will sound followed by directions to go immediately to higher ground.

In Bamfield, there are four tsunami towers, located at the East Side Firehall, West Side Firehall, Bamfield Marine Science Centre Campus and Huu-ay-aht First Nations government office.

Tsunami Notification Procedure

In the event of a distance earthquake with the potential to cause a tsunami, a tsunami notification bulletin will be generated by the NTWC in Palmer Alaska and issued to EMCR. EMCR will, in turn, advise the Port Alberni Fire Department, Bamfield Fire Department, CPA CAO, ACRD CAO and the Emergency Program Coordinator through the Provincial Emergency Notification System (PENS).

In accordance with CPA Bylaw 4876, section 5 xiii, the Port Alberni Fire Department will activate the tsunami warning sirens during the following situations:

- A tsunami warning affecting the Port Alberni area has been issued by EMCR
- A tsunami warning affecting the Port Alberni area has been issued by the National Oceanic and Atmospheric Administration (NOAA) Pacific Tsunami Warning Centre
- An earthquake affecting the Alberni Valley occurs

Additional forms of public notification may include the use of Voyent Alert!, radio, television, telephone, text message, door-to-door contact, and social media.

Bamfield Notification Procedure

In Bamfield, the tsunami warning system will be triggered manually by the Bamfield Fire Department or by members of the Bamfield Emergency Volunteer Team. The AV EOC will notify Bamfield volunteers and the Fire Chief to activate the siren.

Bamfield residents will be notified by the use of tsunami sirens, Voyent Alert! And social media.

Long Beach Notification Procedure

There is no tsunami warning system in the Long Beach electoral area however residents in the Millstream and Port Albion areas should hear the District of Ucluelet sirens and will receive a critical Voyent Alert message.

Types of Tsunami Alerts

Alert Level	Threat	Action
WARNING	Flood wave possible	Full evacuation suggested
ADVISORY	Strong currents likely	Stay away from shore
WATCH	Danger level not yet known	Stay alert for more information
INFORMATION STATEMENT	Minor waves at most	No actions suggested
CANCELLATION	Tidal gauges show no wave activity	Confirm safety of local areas

Tsunami Watch

Watches are issued when a tsunami may impact the watch area at a future point in time. There is a potential threat to a zone under a tsunami Watch but communities have time to prepare. Emergency management personnel and coastal residents should prepare to take action in case the Watch is upgraded to an Advisory or Warning.

- The danger is not yet understood:
- Monitor the situation and wait for further information from official sources
- Make preparations for opening the EOC

Tsunami Advisory

Advisories are issued due to the threat of a tsunami that has the potential to produce strong currents dangerous to those in or near the water. Significant inundation is not expected for areas under an Advisory, but coastal zones may be at risk due to strong currents.

Appropriate may include one or all of the following actions:

- Close public waterfront, including beaches, parks and marinas
- Notify the Port Authority and local industries that are situated near the water
- Notify the ACRD Emergency Network
- Notify the Bamfield Emergency Volunteer Team
- Notify the ACRD Board and CPA Council
- Notify the ACRD CAO and CPA CAO
- Open an EOC
- Notify the public

Tsunami Warning and Major Earthquake

A “Warning” is the highest level of tsunami alert. Warnings are issued when a tsunami with the potential to generate widespread inundation is either imminent, expected, or occurring.

Warnings alert the public to the possibility of dangerous coastal flooding and powerful currents that can occur several hours after initial arrival. Emergency management officials are alerted to take action for the entire tsunami hazard zone.

Actions may include:

- Immediately activate the tsunami warning systems (Port Alberni and Bamfield)
- Immediately send a critical Voyent Alert message
- Activate and staff the EOC
- Open a reception centre
- Implement the emergency evacuation plan
- Close all public waterfront areas
- Notify the ACRD Emergency Network
- Notify the Bamfield Emergency Volunteer Team
- Notify the ACRD Board and CPA Council
- Notify the ACRD CAO and CPA CAO
- Open an EOC
- Notify the public

Information Statement

An “Information Statement” is issued when an earthquake or tsunami has occurred and may be of interest to the message recipients. In most cases, Information Statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations.

Cancellation

A “Cancellation” cancels any previously issued tsunami messages. It is issued when there is no longer observed evidence of tsunami waves at tide gauge stations. Local conditions may differ from those at tide gauge stations and local authorities should determine the safety of coastlines. Cancellations are the final tsunami message issued by EMCR. Actions during a cancellation alert may include:

- Advise the public of the cancellation
- Close the EOC

Natural Warning Signs

In addition to official notifications, there are natural warning signs that indicate a tsunami is imminent. These signs include:

- A sudden rise or fall of the ocean
- Loud roar from the ocean
- Significant earthquake - one that makes it difficult to stand and lasts longer than 20 seconds

Potential Response Activities

Actions	Responsibility /Assisting Agencies
Establish a coordinated emergency response	Emergency Operation Centre
Establish Incident Command Post	Incident Commander

Assist with the evacuation of the inundation zone.	RCMP / Fire Departments
Organize and direct search and rescue	RCMP / AV Rescue Squad
Minimize impacts on damaged utilities and infrastructure	Engineering / City of Port Alberni
Minimize fire and hazmat release impacts	Fire Department
Establish traffic control	RCMP / Public Works
Establish reception centre and group lodging	Emergency Support Services
Establish casualty triage	BCAS / Island Health
Assess health concerns & public health issues	Medical Health Officer/ Island Health/ Ministry of Health

Relevant Documentation and Reference Material

- BC's Tsunami Notification Process Plan
- National Tsunami Warning Centre <http://ntwc.arh.noaa.gov/>
- EMCR <http://www.emergencyinfobc.gov.bc.ca/>

EOC Checklist

EOC Director / Management Staff

- Activate EOC - Following a major earthquake or on receipt of a tsunami warning or advisory, activate the EOC to receive and process information, including the potential for tsunami.
- Ensure Responder Safety - Remind all responders that areas impacted by tsunami contain numerous hazards, including chemical spills, potential sinkholes, strong water currents, and other threats that may not be obvious.
- Keep Public Informed. Establish adequate information systems, including the use of Voyent Alert! And social media (Information Officer). Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents.

Operations

- Provide support to site, including evacuee reception Centers. (All)
- Coordinate the establishment of a temporary morgue with BC Coroner (RCMP)
- Coordinate restoration of utilities and public facilities (City of Port Alberni)
- Coordinate requests for additional resources (All)
- Coordinate psychosocial services (ESS)

Planning

- Track Tsunami Progress – Obtain and disseminate current tsunami forecasts by working with EMCR and NTCW and tracking the progress of the tsunami situation via the following websites:
 - EMCR <http://www.emergencyinfobc.gov.bc.ca/>
 - National Tsunami Warning Center: <http://ntwc.arh.noaa.gov/>
- Collect Damage Information – Gather information to determine the extent of any damage

and identify the needs for emergency response and recovery. Observers should photograph and document damage and submit written observations to the EOC carefully noting the location.

- Initiate Recovery – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery.
- Anticipate Hazards – Consider the implications of:
 - Casualties
 - Damage to property
 - Escape of hazardous materials, chemicals, etc.
 - Contamination of normal water supplies
 - Dangers to public health
 - Evacuation of the population
 - Loss of local economic activities

Logistics

- Contact the PREOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term support of responders, recovery workers, and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Boats	Local marinas, public, Port Authority
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS/Salvation Army
Pumps	Private
Mobile public address equipment	RCMP/Fire/AVRS

Wildfire Response Plan



Hazard Description

Wildfire is a common hazard in British Columbia, and the likelihood of this hazard occurring is increasing as global temperatures rise. Wildfires can impact air quality and ecosystems and threaten residential, public and private property.

A wildland/interface fire has the ability to spread from the forest into the community or from the community out into the forest. Although these two scenarios are quite different they are of equal importance when considering interface fire risks. Wildfires have two distinct causes: human and natural.

The ACRD has been implementing the FireSmart program since 2019 to mitigate the risk of wildfire across the region.

Local Knowledge

British Columbia has experienced several challenging wildfire seasons. In 2015, the ACRD contended with the Dog Mountain wildfire that spread over 450 hectares and triggered an evacuation order. On average BC sees approximately 1600 wildfires per season.

Potential Impacts

Wildfires have significant environmental, social, health and economic impacts, as well as a loss of infrastructure.

Environmental Impacts:

- Destruction of forests and vegetation
- Loss of wildlife habitats and biodiversity
- Soil degradation and increased erosion
- Contamination of water sources
- Release of carbon dioxide and other greenhouse gases

Social Impacts:

- Displacement of individuals, communities and livestock
- Health issues from smoke inhalation and air quality (e.g., respiratory problems)
- Loss of lives and injuries
- Mental health concerns (e.g., trauma, anxiety)

Economic Impacts:

- Destruction of infrastructure and property
- Damage to industries like tourism, agriculture, and forestry
- Loss of livelihoods and economic instability
- Increased insurance premiums and government expenses

Impacts to Infrastructure

- **Damage to Buildings and Homes:** Wildfires can completely destroy homes, schools, hospitals, and other essential buildings.

- **Disruption of Utilities:** Fires can damage power lines and electrical substations, leading to widespread blackouts.
- **Transportation Disruptions:** Roads, bridges, and railways can be damaged, making it difficult to evacuate people or transport emergency supplies.
- **Communication Networks:** Fire can destroy cell towers and other communication infrastructure.
- **Water and Sewage Systems:** Wildfires may damage water supply infrastructure, leading to contamination or disruption of water services, and affect sewage systems, resulting in sanitation issues.

Potential Response Activities

Actions	Responsibility /Assisting Agencies
Establish a coordinated emergency response	Emergency Operation Centre
Establish Incident Command Post	Fire / BC Wildfire Service
Assist with the evacuation	RCMP
Fire suppression and rescue	Fire
Define working area and establish control	Fire / RCMP
Establish routes for emergency vehicles	RCMP / EOC
Minimize impacts on utilities and infrastructure	Engineering / Utilities / City of Port Alberni
Establish traffic control	RCMP / Public Works
Establish reception centre and group lodging	Emergency Support Services
Assess health concerns & public health issues	Island Health/ Ministry of Health

Relevant Documentation and Reference Material

- Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement Rates https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/wildfire-status/wildfire-response/inter-agency_agreement.pdf
- ACRD Fire Department Standard Operational Guidelines
- ACRD Community Wildfire Resiliency Plan
- Long Beach Community Wildfire Resiliency Plan

EOC Checklist

EOC Director / Management Staff

- Establish link with Incident Commander and EOC.
- Notify EMCR that EOC is established.
- Ensure interface fire command is unified.
- Establish information systems (Information Officer).
- Ensure media have safe access to damaged area, with the authority of the IC.
- Establish public inquiry system (Information Officer).

Operations

- Establish communication with Incident Commander (Operations Chief).
- Notify Fire Commissioner (Fire Branch).

- Establish emergency public health facilities (Health Authority).
- Establish temporary morgue, if needed (Police Branch).
- Establish ESS Reception Centers (ESS Branch).
- Staff ESS positions for possible Reception Centers (ESS Branch).

Planning

- Provide information support to Incident Commander (e.g., maps).
- Supervise damage assessment.
- Assess limited egress in some areas to determine need for early evacuation orders.
- Assess damaged areas to determine hazards for returning residents.
- Consider possible major effects:
 - Casualties, deaths
 - Damage to property
 - Disruption of traffic
 - Disruption of communications
 - Disruption of utilities
 - Complaints of smoke and adverse impact on tourism industry
- Monitor the current wildfire situation and collaborate with BC Wildfire Service (Fire Branch) <https://www2.gov.bc.ca/gov/content/safety/wildfire-status>

Logistics

- Contact the PREOC for additional personnel if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long-term support of responders, recovery workers, and evacuees
- Consider these potential equipment needs:

Resource	Source
Firefighting and rescue equipment	Fire/industry
Ambulances and transportation of casualties	BCAS
Road clearing equipment	Public works/private
Communications equipment	EOC Communications Unit
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS/Salvation Army
Relay Pumps	Private
Water tankers (street cleaners)	Engineering / City of Port Alberni
Water sources for heli-bucketing	Engineering
Barricades	Public works
Mobile public address equipment	RCMP/Fire

Hazardous Material Release Response Plan



Hazard Description

Hazardous material spills can occur on land or in water. They involve substances such as chemicals, radiation, biohazard materials, oil and gas, propane, flammable materials, industrial products and mixed waste. A hazardous materials accident involves the uncontrolled release of a hazardous material during storage, use, or transport and can have a wide range of impacts depending on the nature of the material released. Possible impacts range from road closures to widespread evacuation and injury requiring hospitalization.

In extreme cases with large amounts of released materials or small amounts of highly toxic materials, the accident may be fatal. In addition, hazardous materials accidents often have damaging impacts on the environment.

Local Knowledge

ACRD has two sources of hazardous materials – stored materials and materials being transported.

The main user of large volumes of chemicals in the Alberni Valley is Paper Excellence. While it stores several natures of potentially dangerous chemicals, the one of most interest to ACRD, and Port Alberni Fire, is Sulphur Dioxide – SO₂. Paper Excellence maintains a self-response and suppression capability for an SO₂ release and maintains a planning relationship with the ACRD & Port Alberni Fire in regard to a potential spread and the need for public evacuation or shelter-in-place.

The second area of concern is the transport of hazardous materials through the ACRD, almost always by road. The scale of this transportation could range from a large tanker truck to a local propane delivery vehicle. In this case, the Fire Department must be prepared to respond to a hazardous material spills.

Potential Impacts

A hazardous materials spill can have widespread and significant impacts, depending on the type and quantity of the materials involved, the location of the spill, and the speed and effectiveness of the response. Below are some potential impacts:

Health Impacts

- **Immediate Exposure:** Hazardous materials can pose immediate threats to human health through direct contact, inhalation, or ingestion. Toxic substances can cause burns, poisoning, respiratory distress, and in extreme cases, death.
- **Long-term Health Effects:** Chronic exposure, even at lower levels, may lead to long-term health issues such as cancer, respiratory diseases, organ damage, or birth defects.

Environmental Impacts

- **Water Contamination:** Hazardous materials can seep into groundwater, rivers, lakes, and oceans, affecting drinking water sources and aquatic life. Contaminated water can disrupt entire ecosystems and threaten biodiversity.

- **Soil Contamination:** Spilled chemicals can leach into soil, affecting agriculture, plant life, and wildlife. This can lead to reduced crop yields or even the total destruction of farmland, affecting food security.
- **Air Pollution:** Hazardous materials, particularly those that are volatile, can release toxic gases into the air, contributing to air pollution and posing immediate respiratory threats to humans and animals.

Economic Impacts

- **Cost of Cleanup:** Cleanup efforts for hazardous materials spills are often complex and costly. Specialized equipment and trained personnel are needed to mitigate the spread and safely remove the contaminants.
- **Disruption of Commerce:** Depending on the location, a spill can disrupt transportation routes, close businesses, or halt industrial operations, leading to significant economic losses.
- **Long-term Environmental Remediation:** Areas affected by the spill may require years of remediation, affecting property values and deterring investment in the affected region.

Infrastructure Impacts

- **Damage to Facilities:** Hazardous materials can corrode and damage infrastructure, including roads, bridges, and pipelines. This can lead to costly repairs and disruptions to services.
- **Transportation Disruptions:** Spills that occur on highways, railways, or ports can cause significant transportation delays, affecting supply chains and leading to wider economic consequences.

Social Impacts

- **Public Anxiety:** Hazardous material spills often generate fear and uncertainty in affected communities. People may be concerned about their immediate safety, long-term health impacts, and property values, leading to stress and anxiety.
- **Shelter-in-Place:** An accident may cause a hazardous material to enter the air. You may be told to “shelter-in-place” and stay indoors.
- **Displacement and Evacuations:** In densely populated areas, hazardous spills often necessitate mass evacuations, which disrupt daily life and can be challenging for the public, particularly vulnerable populations. Communities that are evacuated may face prolonged displacement, disrupting families, livelihoods, and social networks. Recovery from the psychological impact of such displacements can take significant time.

Potential Response Activities

Actions	Responsibility /Assisting Agencies
Establish a coordinated emergency response	Emergency Operation Centre
Establish Incident Command Post	Incident Commander
Assist with the evacuation	RCMP
Fire suppression and rescue	Fire
Determine the nature of hazardous materials	Fire
Define working area and establish control	Fire / RCMP
Warn adjacent areas	RCMP

Eliminate further escape of liquids or gases	Carrier
Contact CANUTEC for information	Fire
Minimize impacts on utilities and infrastructure	Engineering / Utilities / City of Port Alberni
Establish traffic control	RCMP / Public Works
Establish reception centre and group lodging	Emergency Support Services
Assess health concerns & public health issues	Island Health/ Ministry of Health

**In the event of an emergency involving dangerous goods,
Call CANUTEC at 1.888.CAN_UTC (226.8832), 613.996.6666 or
*666 on a cellular phone**

Relevant Documentation and Reference Material

- CANUTEC Emergency Response Guidebook
- ERG for IOS or ERG for Android (Emergency Response Guidebook) App

EOC Checklists

EOC Director / Management Staff

- Ensure Safety Officer is appointed at scene.
- Ensure the Ministry of Environment and other appropriate agencies are notified.
- Ensure subject matter experts are contacted.
- Establish Information Officer function.
- Establish adequate public information systems (Information Officer).

Operations

- Ensure Fire Commissioner and hospitals are notified of product type.
- Provide support to Incident Commander and coordinate agencies.
- Activate ESS if evacuation is likely.
- Establish temporary morgue, if needed (Police Branch).
- Ensure Public Health Officer is notified.

Planning

- Ensure appropriate technical specialists are contacted and available.
- Determine nature of substance spilled and inform Operations Section Coordinator, EOC Director, and Incident Commander.
- Define area of risk.
- Commence evacuation planning, if required.
- Establish identification of spiller for cost recovery purposes (Recovery Planning Unit).
- Consider possible major effects:

- Injuries and fatalities need to evacuate population.
- Tendency of people to disperse.
- Damage to property.
- Disruption of traffic
- Subsequent explosions and fire.
- Need to decontaminate site responders, equipment, and vehicles.
- Contamination of normal water supplies.
- Dangers to public health and livestock.
- Disruption of business and industrial activities, including fishing, water users downstream.

Logistics

- Check on availability of specialized hazardous material supplies.
- Consider support of long-term field operations.
- Consider these potential equipment needs:

Resource	Source
Firefighting and rescue equipment, including respirators and resuscitators	Fire/Industry
Protective equipment	All agencies
Communications equipment	EOC Communications Unit
Decontamination equipment	Local industry
Barricades	Public Works
Mobile public address equipment	RCMP/Fire

Dam Breach Flooding Response Plan



Hazard Description

A dam breach hazard refers to the sudden or uncontrolled release of water due to the failure of a dam structure. This can occur from structural issues, overtopping during extreme weather, seismic activity, or inadequate maintenance. A dam breach poses significant risks to downstream areas, as large volumes of water can be released in a short period of time, leading to flooding.

Local Knowledge

Elsie Dam, BC Hydro

Construction of the Elsie Dam on the Ash River was completed in 1958 and the Ash River Generating Station entered service in 1959. As part of its Dam Safety Program, BC Hydro conducted a review in 1999 and, based on current earthquake design standards, upgraded Elsie Dam to enhance dam safety during a major earthquake. BC Hydro has shared information with the ACRD Emergency Program including a list of residential areas that might be affected due to a dam breach.

Stamp River Dam, Paper Excellence

The Stamp River dam was originally constructed in 1923 and raised in 1957 to provide flow augmentation during low flow periods to mitigate the effects of mill effluent in the lower reaches of the Somass River and Alberni Harbour. The dam also provides minimal flood control. After the installation of sophisticated effluent treatment facilities at the Catalyst mill in 1993, the dam is currently used for regulation of river flows and lake levels for fisheries enhancement.

Robertson Creek Dam, Paper Excellence

The Robertson Creek River dam was originally constructed in 1957 to provide flow augmentation during low flow periods to mitigate the effects of mill effluent in the lower reaches of the Somass River and Alberni harbour. Specifically, the dam impounds the water of Boot Lagoon to provide flow control for Robertson Creek and the downstream fish hatchery before discharging into the Stamp River at the hatchery site (Stamp Lagoon). The Stamp River Dam provides the primary level control into the Stamp River. After the installation of secondary effluent treatment facilities at the Catalyst mill in 1993, the dam is currently used for regulation of Robertson Creek flow (and subsequently small contribution to the Stamp River flow) and lake levels for fisheries enhancement.

The original timber crib dam was replaced with a larger earth fill embankment dam in 2011 because the original was found to be at risk of possible failure due to overtopping under severe winter conditions. The earth fill embankment dam was sized to safely withstand the probable maximum flood (PMF) lake levels and was designed according the 2008 Canadian Dam Safety Standards.

Lacey Lake Dam (No. 1 & 2), Cherry Creek Waterworks District

Lacey Lake is located in the Alberni-Clayoquot Regional District about 2.2 km north of Port Alberni. The Lacey Lake watershed is generally characterized by an average slope of 7% and the

basin elevation ranges from 365m to 545m. The lake has a volume of approximately 815,000m³; however, there is a large sump in the northern area of the lake that would not drain in the event of a dam break.

The total drainage area of Lacey Lake is approximately 1.4 km². Lacey Lake Dam No. 1 is a homogeneous earthfill embankment, 11.6m high, 46.6 m long with a 3.7m wide crest, 2.5H:1V downstream slope and 3.0H:1V upstream slope. It contains a 0.45m diameter reinforced concrete low-level outlet and a 7.7m wide uncontrolled overflow spillway, 1.78 m deep. There is a bedrock outcrop that runs perpendicular to the axis of the dam and the spillway of the dam is built on and adjacent to this outcrop. The full supply level is achieved by installing wooden stop logs with a maximum height of 0.6m.

The dam break analysis for Dam No. 1 suggests that there is a possibility of loss of life, and high economic losses are expected as a result of damage to the water treatment plant and local transportation in the event of a dam failure. A dam classification of “Very High” is therefore appropriate for Dam1. The corresponding inflow design flood (IDF), by current standards, is two-thirds of the way between a 1000-year flood and the Probable Maximum Flood.

The second dam, Dam No. 2 is also a homogenous earthfill embankment, 4.1 m high, 29.7m long, with a 4.3 m wide crest and similar slopes. Its crest is approximately the same elevation as that of Dam 1. This dam does not have a spillway. Both dams have a blanket drain under the downstream slope.

The dam break analysis for Dam No. 2 suggests a low possibility of loss of life and high economic losses. A classification of “High” is therefore appropriate for Dam2. The corresponding inflow design flood (IDF) by current standards is one third of the way between a 1000-year flood and the Probable Maximum Flood.

Potential Impacts

The possible major effects of a dam breach and the resulting flooding are:

- Casualties
- Disruption of traffic, communications and utilities
- Extensive damage to public and private property
- Hazards to people and livestock
- Infrastructure damage (roads, bridges, utilities and buildings)
- Danger to public health
- Economic impact
- Evacuation

It is estimated that floodwaters from a breach of the Elsie Dam will reach Port Alberni within 2.2 – 2.5 hours after a breach, and for the Stamp River Dam, 60-90 minutes after a breach (flood timings are estimated to be similar for the Robertson Creek Dam). Lacey Lake Dam No. 1 could flood downstream properties 12.6 minutes after a breach, and Lacey Lake Dam No. 2 could flood downstream properties 14.4 minutes after a dam breach.

The dam operators have provided ACRD with dam breach inundation mapping and the dam breach flood inundation area in Port Alberni is very similar to the tsunami flood inundation area.

Breach Impacts from Dam No. 1 include:

Transportation Infrastructure:

- Milligan Road (overtopping)
- Moore Road (overtopping)
- Kay Road (overtopping)
- Cherryvale Lane (overtopping)
- Logging Road (overtopping)
- Motorcross Bridge on Milligan Road over Cold Creek (overtopping)
- Moore Road Bridge over Cherry Creek (overtopping)
- Milligan Road Bridge over Cherry Creek (backwater effect)
- Cherry Creek Road Bridge (backwater effect)

Other Impacted Infrastructure:

- Power lines
- Railway embankment
- Water system intake structure

Properties:

- Three (3) residences on Cherryvale Lane
- One (1) residence on Kay Road
- Six (6) residences on Cottam Road
- Five (5) residences on Milligan Road
- One (1) farm on Cherryvale Lane
- One (1) cattle farm on Milligan Road

Breach impacts from Dam No. 2 include:

Transportation Infrastructure:

- Milligan Road (overtopping)
- Kay Road (overtopping)
- Logging Road (overtopping)
- Motorcross Bridge on Milligan Road over Cold Creek (backwater effect)
- Moore Road Bridge over Cherry Creek (backwater effect)
- Milligan Road Bridge over Cherry Creek (backwater effect)
- Cherry Creek Road Bridge (backwater effect)

Other Impacted Infrastructure:

- Power lines
- Railway embankment
- Water system intake structure

Properties:

- One (1) residence on Kay Road
- One (1) cattle farm on Milligan Road

Dam Alerts and Potential Response Activities

It should be assumed that any serious earthquake will result in a dam breach. Dam operators will advise ACRD of a Dam Alert or Dam Breach. However, it is possible that following a major earthquake a breach may occur without a warning being given.

There are two dam safety hazards which will result in the issue of a formal notification to ACRD:

- **Dam Alert:** Declared when an abnormal situation is observed at the dam or the dam performs abnormally and, without swift and rapid intervention, the condition could deteriorate and lead to dam breach.
 - On receipt of a **Dam Alert** ACRD will assess the situation and make a recommendation on EOC activation and/or public warning.
- **Dam Breach:** Occurs when the dam has failed or there is a severe abnormal condition that has a significant probability of leading to dam breach.
 - On receipt of a **Dam Breach** the EOC will be activated and flood warnings issued.

For Port Alberni, because the tsunami flood inundation and dam breach flood inundation zones are similar the tsunami warning system will be used to alert residents to evacuate to higher ground. For residents located outside the audible range of the warning system ACRD will have to contact residents in the flood inundation zone by utilizing Voyent Alert!, social media or by physical contact.

Actions	Responsibility /Assisting Agencies
Establish a coordinated emergency response	Emergency Operation Centre
Establish Incident Command Post	Incident Commander
Assist with the evacuation	RCMP
Minimize hazards for fire and hazmat spills	Fire
Organize and direct search and rescue	RCMP / AV Rescue Squad
Establish casualty triage	BCAS
Coordinate emergency health facilities	Island Health
Minimize impacts on utilities and infrastructure	Engineering / Utilities / City of Port Alberni
Establish traffic control	RCMP / Public Works
Establish reception centre and group lodging	Emergency Support Services
Assess health concerns & public health issues	Island Health/ Ministry of Health

Relevant Documentation and Reference Material

- BC Hydro Emergency Planning Guide for the Elsie Dam and Ash River
- Lizard Lake Dam and Bainbridge Dam
- Catalyst Stamp River and Robertson Creek Dams Emergency Preparedness Plan
- Lacey Lake Dam No. 1 and No. 2 Report

EOC Checklists

EOC Director / Management Staff

- Confirm Public Warning - ensure warning systems are activated and other impacted residents outside the audible warning range and located within the dam breach flood inundation areas have been warned.
- Keep Public Informed - establish adequate information systems.

Operations

- Provide support to site, including evacuee reception Centers. (All)
- Coordinate the establishment of a temporary morgue with BC Coroner (RCMP)
- Coordinate restoration of utilities and public facilities (Public Works/Engineering)
- Coordinate requests for additional resources (All)
- Coordinate psychosocial services (ESS)

Planning

- Evaluate Flood Status. Establish and maintain contact with BC Hydro, Paper Excellence, Cherry Creek Waterworks District, or City of Port Alberni to track the dam breach situation and identify any potential ongoing hazards.
- Collect Damage Information – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document damage and submit written observations to the EOC carefully noting the location.
- Initiate Recovery – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery.
- Anticipate Hazards – Consider the implications of:
 - Casualties
 - Damage to property
 - Escape of hazardous materials, chemicals, etc.
 - Contamination of normal water supplies
 - Dangers to public health
 - Evacuation of the population
 - Loss of local economic activities

Logistics

- Contact the PREOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term support of responders, recovery workers, and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Boats	Local marinas, public, Port Authority
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry

Auxiliary lighting	RCMP/Fire/private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS/Salvation Army
Pumps	Private
Mobile public address equipment	RCMP/Fire

Pandemic, Disease Outbreak & Public Health Crisis Response Plan



Hazard Description

Disease outbreaks can happen suddenly and without warning, often posing a threat to public health and safety. When an outbreak is limited to a particular area, it's called an epidemic. When the outbreak spreads to the rest of the world, it becomes a pandemic.

Unlike short-term hazards such as earthquakes or floods, a pandemic event can last for several months.

A pandemic is the worldwide spread of a new disease. Pandemics have occurred every 10 to 40 years dating back to the 1600s, and likely long before then.

There were four pandemics caused by influenza during the last century. From 1918-1919, the Spanish flu killed more than 20 million people worldwide. The most recent influenza pandemic, the swine flu, occurred from 2009-2010.

Coronaviruses have also caused global pandemics. Recent coronavirus pandemics include SARS (2002-2004) and COVID-19 (which began in 2019).

In our interconnected world, it may be a very short time between the emergence of a new pathogen and global spread.

What is an epidemic? An epidemic is the spread of a new disease across a region. One of the worst epidemics in BC history was the 1862 smallpox outbreak, which had a catastrophic effect on First Nation communities. It resulted in a near-population collapse and dramatically impacted intergenerational traditional life and practices.

Local Knowledge

Due to the unusually high number of hospitalizations during a pandemic, local health authorities will likely be overwhelmed. ACRD should work with Island Health to create contingency plans on how they will handle the surge in patients and what support they may request.

Potential Impacts

The potential impacts of a pandemic can be vast, affecting nearly every facet of society. Pandemics, characterized by the widespread transmission of a disease across countries and continents, lead to significant disruptions in public health systems, economies, and social structures.

Impacts may include:

- Increased morbidity and mortality
- Strain on health care system -health services may struggle to meet the demand for care, both for pandemic-related cases and routine or emergency medical needs. This can result in delayed treatment, lower standards of care, and increased mortality.

- Increase in mental health challenges - Pandemics can trigger anxiety, depression, stress, and other mental health issues due to isolation, fear of illness, loss of loved ones, and uncertainty about the future.
- Disruption to global supply changes – pandemics often result in travel restrictions, factory shutdowns and reduced production. This can lead to shortages on goods, rising prices and delays in delivery
- Business closure and job losses - Many industries, particularly those dependent on face-to-face interaction (e.g., hospitality, retail, tourism), are heavily affected. Business closures and job losses may lead to economic recessions or depressions.
- Changes in public behaviour

Potential Response Activities

Public health emergencies are planned for and managed by the BC Centre for Disease Control.

In addition, ACRD and the City of Port Alberni will need to continue providing essential services and support to residents. Through business continuity planning process, controls and specific contingency plans need to be developed for staffing of critical business operations.

- The EOC may be activated during a pandemic.
- Island Health has responsibility for medical services and health care in response to pandemic conditions.
- Pandemic response is guided by The World Health Organization, Health Canada and BC Government MOH pandemic plans. Local governments (municipalities and regional districts) provide support.
- The EOC will support Island Health as required.
- ACRD will provide ESS services under guidance from Island Health.
- ACRD will ensure residents are given accurate information on the status of the pandemic in the community.
- Assist Island Health by finding and providing facilities for mass care, isolation, immunization, and quarantine if required.
- Provide security at health facilities, especially vaccine storage areas, at the request of Island Health.
- Keep routes open for emergency vehicles.

Relevant Documentation and Reference Material

- BC Centre for Disease Control
- HealthLink BC
- BC Pandemic Provincial Coordination Plan
- Regional Health Authorities
- Public Health Act
- Canadian Pandemic Influenza Plan

EOC Checklists

EOC Director / Management Staff

- Notify Island Health, EMCR and PREOC if EOC is activated and provide contact information.
- Establish communication link with Island Health EOC.
- Establish communications as required.
- Work directly with the Island Health Communications in developing media strategy (Information Officer).
- Consider the potential requirement to close public facilities and cancel public events, as ordered by Island Health or the BC Government.

Operations

- Consider restricting travel into and out of the affected area as part of an infection control protocol (Police Branch).
- Identify facilities that Island Health may require for alternate care Centers and immunization sites. Facilities with primary designation will include the Reception Centers identified under the ESS Plan.
- Consider the need to support Island Health with security resources.

Planning

- Anticipate the need for backup personnel in the EOC in case of illness.
- Activate special cleaning requirements in the EOC.
- In case of high mortalities, support Island Health by establishing temporary mortuaries, as required.
- Consider possible major effects:
 - A pandemic that is a long-term event with multiple peaks (also called waves),.
 - Sudden hospital requirements and ill medical workers may lead to an immediate need for rapid training.
 - Disruption of transportation, utilities and communications due to decline in workforce.
 - Potential restrictions on public travel, with concurrent loss of local economic stability.
 - Increase in demand for psychosocial, mental health services.
 - Restrictions on public gatherings.
 - Potential impact to supply chains.
 - Economic effects on local businesses, local government.
 - Vaccine may not arrive when initially expected, due to problems with manufacturer.

Logistics

- Discuss with Island Health the need for infection control measures in the EOC to maintain an illness-free environment (e.g., hand washing, surface cleaning, mask wearing, physical distance between staff).
- Consider professional groups as a possible source of volunteers, such as retired nurses, as trained alternate vaccine administrators.
- Anticipate long term feeding / accommodation support of temporary care workers.
- Consider these potential equipment needs:

- Transportation vehicles for seriously ill.
- Medical units and supplies.
- Emergency feeding facilities.

Finance

- Determine methods for reporting costs to PREOC.

Extreme Heat Response Plan



Hazard Description

An Extreme Heat Emergency is when daytime and nighttime temperatures get hotter every day and are well above seasonal norms. Extreme heat is dangerous for the health and well-being of our communities and is responsible for the highest number of weather-related deaths annually.

British Columbia is experiencing higher summer temperatures and more extremely hot days due to climate change. Average temperatures in Western Canada are already 1°C to 2°C warmer than they were in the 1940s.

Higher average temperatures lead to a higher likelihood of Extreme Heat Emergencies like the heat dome experienced in 2021. It is critical that people understand the risks, prepare for these conditions, and know where to access support.

Extreme heat events (EHEs), commonly referred to as heat waves, involve high temperatures and may be combined with high humidity.¹ “Heat domes”, such as the June 2021 event, are a special case of EHEs. Heat domes occur when a high-pressure system traps heat near the surface of the earth and gets held in place by a blocked jet stream. EHEs are extended periods of extreme heat and can occur anywhere in Canada, although they are most common in the southern regions of the country.² EHEs typically happen in the summer, between May and September. Episodes are projected to become hotter, more frequent, and longer, as the B.C. climate changes. It is anticipated that they will occur every three to 10 years by 2050.

Local Knowledge

The province of BC designates an extreme heat emergency for the Island Health region as anytime daytime temperatures exceed 29°C and nighttime lows are above 16°C for two or more consecutive days.

Climate predictions show the ACRD is increasingly more likely to meet the extreme heat criteria on a frequent basis

Potential Impacts

The following people are especially susceptible to heat health impacts and need to be prepared and supported, particularly if they do not have access to air conditioning:

- older adults
- people who live alone
- people with pre-existing health conditions such as diabetes, heart disease or respiratory disease
- people with mental illness such as schizophrenia, depression, or anxiety
- people with substance use disorders
- people with limited mobility
- people who are marginally housed
- people who work in hot environments

- people who are pregnant
- infants and young children

Extreme heat can have a variety of impacts, affecting human health, infrastructure, the environment, and economies, including:

- health-related illnesses such as heat exhaustion, heatstroke, dehydration and exacerbation of existing conditions like cardiovascular disease and respiratory disease.
- Increased mortality
- Worsening of mental health conditions
- Strain on healthcare system
- May contribute to wildfires, droughts, and water shortages
- Agricultural losses
- Infrastructure damage - extreme heat can damage infrastructure, including roads, railways, and power lines. Asphalt can soften and buckle, while metal components can warp, leading to transportation delays and costly repairs.
- Need for cooling centres and outreach to vulnerable populations

Potential Response Activities

Heat Alerts and Warnings: Monitor Environment Canada, EmergencyInfo BC and the health authority for heat warnings:

Type of alert	Heat Warning*	Extreme Heat Emergency
Public health risk	Moderate (5% increase in mortality)	Very high (20% or more increase in mortality)
Descriptor	Very hot	Dangerously hot
Historic frequency	1-3 per summer season	1-2 per decade
Criteria (See Table 1 for a description of the geographical regions that fall under the five ECCC defined heat zones that B.C. is divided into)	Southwest = 29-16-29** Fraser = 33-17-33** Southeast = 35-18-35** (largely Interior region of B.C.) Northeast = 29-14-29** Northwest = 28-13-28**	Heat Warning criteria have been met and forecast indicates that daily highs will substantively increase day-over-day for three or more consecutive days

Alert	Threat	Action
Heat Warning	Daytime and overnight temperatures are higher than seasonal norms and holding steady.	Take usual steps to stay cool.
Extreme Heat Emergency	Daytime and overnight temperatures are higher than seasonal norms and getting hotter every day.	Activate your emergency plan.

Public Awareness

- Issue warnings and alerts to the public
- Provide educational materials to the public on how to stay cool
- Outreach to vulnerable populations - targeted communication and outreach to vulnerable populations such as the elderly, children, individuals with chronic illnesses, and low-income communities can ensure that those most at risk receive appropriate information and support.

Cooling Centres

- Establish cooling centres - designate air-conditioned public spaces such as community centers, libraries, schools, and shopping malls as cooling centers where people can seek refuge from the heat.
- Transportation to Cooling Centers: providing free or low-cost transportation to cooling centers can help those who may not have access to vehicles or public transportation. Special arrangements can be made for the elderly and disabled individuals.
- Extended Hours for Cooling Centers: During heatwaves, cooling centers should extend their hours of operation to remain open overnight if necessary, as nighttime temperatures can remain dangerously high.

Monitoring and Support for Vulnerable Populations

- Health Checks and Home Visits - health and social service teams can conduct wellness checks on vulnerable individuals, especially the elderly and those with pre-existing medical conditions, to ensure they are staying cool and hydrated.
- Outreach to vulnerable populations – bringing resources and information to residents where they live.
- Distribution of Resources: authorities can distribute resources such as bottled water, fans, and cooling devices to low-income households or those without air conditioning.
- Encouraging Social Connection - check on friends, family, and neighbours, especially those who may be isolated or unable to care for themselves during extreme heat.

Infrastructure and Utility Support

- Preventing Power Outages: Extreme heat increases the demand for electricity due to air conditioning use, which can strain the power grid.
- Ensuring Water Supply: Local water authorities should ensure that adequate water supplies are available, as water consumption typically rises during heat events. Public advisories on water conservation measures may also be necessary.

In summary, emergency response activities for extreme heat focus on minimizing health risks, ensuring access to cooling and water, and preparing healthcare and infrastructure systems to handle the increased strain. Coordinated efforts between governments, emergency services, communities, and the public are essential to protect lives during extreme heat events.

Relevant Documentation and Reference Material

- BC Provincial Health Alert and Response System
- BC Drought and Water Scarcity Response Plan
- Eligibility Assessment for Heat Emergencies

Extreme Cold, Winter Weather & Storms Response Plan



Hazard Description

An extreme cold hazard occurs when temperatures drop significantly below normal, often accompanied by strong winds, freezing rain, or snowstorms. These hazards can have severe impacts on health, infrastructure, transportation, and communities. Prolonged exposure to extreme cold can be life-threatening, especially for vulnerable populations.

Local Knowledge

“Extreme cold” within the ACRD has been categorized as any time temperatures are equal to or below -7°C for two (2) or more hours.

Freezing rain or drizzle occurs during precipitation events in temperatures at or below 0°C .

Potential Impacts

Consequences of extreme cold may include:

- Icy roads
- Downed power lines
- Broken trees
- Power outages
- Health impacts, including hypothermia, frostbite and exacerbation of chronic conditions
- Increase in carbon monoxide poisoning due to mishandling of space heaters, generators etc.
- Damage to infrastructure and roads
- Frozen pipes
- Increased likelihood of motor vehicle incidents
- Increase impacts to vulnerable populations, including the unhoused, elderly and low-income individuals
- Supply chain disruptions

Alerts and Warnings

Environment and Climate Change Canada issues a variety of severe winter weather alerts to notify the public about hazardous winter conditions, such as:

- Arctic outflow warning
- Blizzard
- Flash freeze
- Freezing drizzle, freezing rain
- Snowfall
- Rainfall
- Extreme cold

The type of alert issued by Environment and Climate Change Canada depends on the severity and timing of the event.

Type of Alert	Description
 Warning	Urgent message that severe weather is either occurring or will occur.
 Watch	Alerts you about weather conditions where there is potential for a significant storm or severe weather. A Watch may upgrade to a Warning as certainty about the path and strength of a storm system increases.
 Advisory	Issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe, but could still significantly impact people.
 Special Weather Statement	The least urgent type of alert. Issued to let you know that conditions are unusual and could cause concern.

Potential Response Activities

Public Awareness

- Issue warnings and alerts to the public
- Provide educational materials to the public on how to stay warm
- Outreach to vulnerable populations - targeted communication and outreach to vulnerable populations such as the elderly, children, individuals with chronic illnesses, and low-income communities can ensure that those most at risk receive appropriate information and support.

Warming Centres

- Warming centres or shelters may be opened for the public. Temporary winter shelters and extreme weather response shelter spaces are funded by BC Housing and operated by community partners for people experiencing homelessness.

Monitoring and Support for Vulnerable Populations

- Health Checks and Home Visits - health and social service teams can conduct wellness checks on vulnerable individuals, especially the elderly and those with pre-existing medical conditions, to ensure they are staying warm.

- Outreach to vulnerable populations and distribution of resources and information
- Encouraging social connection - check on friends, family, and neighbours, especially those who may be isolated or unable to care for themselves during extreme cold.

Relevant Documentation and Reference Material

- Eligibility Assessment for Extreme Weather Emergencies
- EMCR warming centre guidelines
- Policy 5.14 – Extreme Weather Emergency Task Number Eligibility

Telecommunications Interruption Response Plan

Hazard Description

A telecommunications interruption hazard refers to the disruption or failure of communication systems such as phone lines, mobile networks, internet services, radio, or satellite communications. These interruptions can have significant consequences, especially during emergencies or disasters when timely communication is critical for coordination, information dissemination, and response efforts.

Local Knowledge

Communications are an essential part of everyday operations in the ACRD. On July 8, 2022, a major communications provider experienced a systemwide failure which extended to cell network and internet services. This outage also shows the reliance on large network providers; during the interruption, 911 and emergency service lines were unavailable and could not be restored. This event highlighted the need for redundancies in critical communications systems.

Causes of interruptions to telecommunication systems include damaged infrastructure, human error, natural hazards, technological failures, overloading of networks, and cybercrime.

Potential Impacts

- **Delayed Emergency Response:** When communication networks are down, emergency services such as police, fire departments, and medical responders may be unable to receive emergency calls or dispatch units efficiently. This can result in delayed responses to critical incidents, putting lives at risk.
- **Public Safety Risks:** The public may be unable to receive warnings or important safety information during emergencies, such as evacuation orders or shelter-in-place directives. This can lead to increased casualties and confusion.
- **Business and Economic Disruption:** Businesses rely on telecommunications for transactions, communication with clients, and operational processes. An interruption can halt business activities, lead to financial losses, and disrupt supply chains.
- **Isolation of Communities:** Remote or rural communities that depend heavily on telecommunications for access to services (such as healthcare, education, and trade) may become isolated, with no way to communicate their needs or receive assistance.
- **Loss of Coordination for Critical Infrastructure:** Many critical infrastructure systems, such as power grids, water supplies, and transportation networks, rely on telecommunications for remote monitoring, control, and communication. A failure in communications can disrupt these systems, causing cascading failures across multiple sectors.
- **Disruption of Social Services:** Hospitals, schools, government agencies, and social service organizations may experience difficulties in providing services, scheduling, and communication with clients, patients, or the public when telecommunications systems fail.

Potential Response Activities

Recovery and restoration efforts may include:

- **Repair of infrastructure** - after a telecommunications interruption, efforts should focus on quickly repairing damaged infrastructure, such as restoring downed cell towers, repairing fiber-optic cables, and re-establishing satellite links.
- **Public communication** - authorities should communicate with the public through available channels to provide updates on the status of telecommunications services, expected restoration timelines, and alternative methods of communication.
- **Collaboration with telecom providers** - emergency management agencies should collaborate with telecom providers to prioritize service restoration in critical areas, such as hospitals, emergency services, and government buildings.

ANNEX B: SOLE Templates

Declaration of State of Local Emergency ORDER

Date: *[date – mm/dd/yyyy]*

Instrument Number: *[SOLE-###]*

WHEREAS there is *[describe nature of emergency]* within the jurisdiction of *[Local Authority]*;

AND WHEREAS the *[emergency described above]* poses an existing or imminent threat to people and property within the area known as *[area where emergency exists, e.g., Electoral Area A]*;

AND WHEREAS prompt coordination of action or special regulation of persons or property is required to protect the health, safety or well-being of persons or the safety of property or objects or sites of heritage value;

NOW THEREFORE:

I DECLARE, pursuant to Section 95 (1) of the *Emergency and Disaster Management Act* that a state of local emergency exists in *[specific geographic boundaries of area to be included in SOLE]* due to *[short nature of emergency description]* and *[short consequence statement]*.

Per Section 97 (1) of the *Emergency and Disaster Management Act*, the state of local emergency will remain in force for fourteen days, until the end of *[date – mm/dd/yyyy]* unless cancelled by *[name of Local Authority]* or the Minister of Emergency Management and Climate Readiness or extended by *[name of Local Authority]* with the approval of the Minister of Emergency Management and Climate Readiness.

*[Name / Title of the Head of the Local Authority or of a person designated under Section
19 of the Act to act on behalf of the Local Authority]
[Name of Local Authority]*

[Date]

Extension and Amendment Request for State for Local Emergency

Date: *[date – mm/dd/yyyy]*

WHEREAS a state of local emergency was declared on *[date of declaration]* in relation to the *[type of hazard]* in the *[name of the local authority] [or area within the regional district over which local emergency was declared – must match what was in the original declaration];*

- *[if requesting an amendment to the geographic scope or nature of the emergency, summarize the amendment(s) here, otherwise delete]*

AND WHEREAS life and property remain at risk due to *[short hazard description]* in *[name of the local authority];*

AND WHEREAS response to this *[short description of emergency event]* continues to require the use of emergency powers under Section 107 of the *Emergency and Disaster Management Act*, to protect the health, safety or well-being of people or the safety of property or objects or sites of heritage value;

AND WHEREAS the *[name of local authority]* is contemplating the use or continued use of powers under Section 107 of the *Emergency and Disaster Management Act*, including:

- *[if requesting an extension, summarize the proposed types of response powers to be used under section 107, otherwise delete]*

[Select one of the following paragraphs with respect to consultation and cooperation under Section 120(3) or (5)]

AND WHEREAS the following consultation was done under section 120(3) in relation to the exercise of the powers under section 107:

- *[summarize any activities taken in relation to consultation and cooperation, if required]*
- *[summarize comments received from the Indigenous governing body (including Modern Treaty Nation, if applicable)]*

[OR]

AND WHEREAS consultation and coordination was not done under s.120(3) in relation to the exercise of *[identify power]* as the *[local authority or designate]* was of the opinion that it was not practicable due to the imminent risk of *[explain applicable risk from s. 120(5)];*

AND WHEREAS the following actions were taken under s. 120(5)(b):

- *[explain what was done post-action as required under s. 120(5)]*

[OR]

AND WHEREAS consultation or engagement was not required under Section 120 (3) or (5) in relation to the exercise of response powers under Section 107 during the state of local emergency declared *[date - mm/dd/yyyy]*,

[Use one or both of the following paragraphs for extension or amendment]

The *[name of the local authority]* requests approval to extend the duration of the declaration of a state of local emergency in the area of *[specific geographic boundaries of designated area]* due to expire on *[date – mm/dd/yyyy]* at the end of the day for a further 14 days *[or specify number of days if less than 14]* to *[date – mm/dd/yyyy]* at the end of the day.

[AND/OR]

The *[name of the local authority]* requests approval to amend the declaration of a state of local emergency as follows:

- *[describe requested changes to geographic scope or nature of emergency]*

*[Name / Title of the Head of the Local Authority or
of a person designated under Section 19 of the Act to act on behalf of the Local Authority]
[Name of Local Authority]*

Date Signed

Minister Decision

IT IS HEREBY APPROVED / NOT APPROVED pursuant to Section 96 of the

circle decision

Emergency and Disaster Management Act that *[name of the local authority]* may:

[Select one or both of the following options for extension or amendment]

Extend the duration of a state of local emergency for a further 14 days to *[date – mm/dd/yyyy]* at the end of the day.

[AND/OR]

Amend *[geographic scope of impacted area or nature of emergency]* for the state of local emergency as described above.

Minister of Emergency
Management and Climate Readiness

Date Signed

Extension and Amendment ORDER for State of Local Emergency

****Before completing this template, approval to amend or extend a SOLE is required from the Minister of Emergency Management and Climate Readiness****

Date: *[date – mm/dd/yyyy]*

Instrument Number: *[SOLE-###]*

WHEREAS the health, safety or well-being of persons, or the safety of property or of objects or sites of heritage value remain at risk due to *[short description of emergency event]* in *[name of the local authority]* for which a state of local emergency was declared on *[date-mm/dd/yyyy]* and extended *[or amended]* pursuant to *[remove reference to extensions and/or amendments if not applicable]*:

- *[list the original emergency instrument numbers and dates of previous amendments or extensions, if any]*

AND WHEREAS response to this *[short description of emergency event]* continues to require the prompt coordination of action to protect the health, safety or well-being of persons, or the safety of property or objects or sites of heritage value.

NOW THEREFORE:

IT IS HEREBY ORDERED that pursuant to Section 96 of the *Emergency and Disaster Management Act*, that the declaration of a state of local emergency made by *[name of local authority]*:

[Select one or both of the following paragraphs:]

Is extended for a further period of 14 days [or specify number of days if less than 14] to *[date – mm/dd/yyyy]* at the end of the day.

[AND/OR]

Is amended so that *[describe the effect of the amendment]*.

[Name and Title of the Head of the Local Authority or
of a person designated under Section 19 of the Act to act on behalf of the Local Authority]

[Name of Local Authority]

Date Signed

Declaration of State of Local Emergency CANCELLATION ORDER

Date: *[date – mm/dd/yyyy]*

Instrument Number: *[SOLE-###]*

WHEREAS a state of local emergency was declared in relation to *[description of hazard]* in *[name of Local Authority]* on *[date – mm/dd/yyyy]*, *[and subsequently extended or amended]* *[if applicable]*;

AND WHEREAS this *[hazard type]* emergency no longer requires the prompt coordination of action or the special regulation of persons or property to protect the health, safety or well-being of persons or the safety of property or of objects or sites of heritage value;

IT IS HEREBY ORDERED pursuant to Section 97 of the *Emergency and Disaster Management Act* that a declaration of a state of local emergency in *[specific geographic boundaries of designated area]* is cancelled effective the above date at *[time- 12hr clock]*.

Printed Name

[Name and Title of the Head of the Local Authority or of a person designated under Section 19 of the Act to act on behalf of the Local Authority]
[Name of Local Authority]

Signature

Local Authority Response Power Designation Matrix

This form is optional and is only an example. Local authorities may choose to designate individuals to act on behalf of the local authority as they see fit, provided the requirements of section 19 are observed.

Reference: *Emergency and Disaster Management Act (EDMA) Part 6, Div 4 – Local Authority's Response Powers*

Note: Enables use of response powers comparable to certain minister's powers under Part 5, Div 4, of the Act.

Note: Section 19 enables the local authority to designate a person to act as, or on behalf of, the local authority in relation to the response powers below. The person must be a member of the local authority's emergency management organization or an employee of a member of a multijurisdictional emergency management organization, as applicable. See section 19.

Response Powers		Designate			
		[Name, title, or position]	[Name, title, or position]	[Name, title, or position]	[Name, title, or position]
Section 107 (1)(a): Essential Matters <i>(minister's powers under Section 75, with the exception of 75((1)(b)(iv))</i>	Identify supplies, equipment or other items, services, property or facilities, or a class of any of these, as essential, and in relation to those things:				
	- establish or restrain increases in prices or rents for them - ration or otherwise provide for their distribution or use - provide for their restoration				
	Authorize a person to provide a service and give assistance of a type that the person is qualified to provide or give.				
	Require a person to provide a service or give assistance of a type that the person is qualified to provide or give.				
	Provide for, maintain, and coordinate the provision and maintenance of necessities.				
Section 107(1)(b):	Appropriate, use, or control the use of any personal property.				
	Use or control the use of any land.				

Land and Other Property <i>(Ministers powers under Section 76 (1))</i>	Authorize entry without warrant into any structure or onto any land by any person for the purpose of taking emergency measures.				
	Prohibit the entry into any structure or onto any land by any person.				
	Authorize or require the alteration, removal, or demolition of any trees, crops, structures, or landscapes.				
	Authorize or require the construction, alteration, removal, or demolition of works.				
	Require the owner of a structure to have any damage assessed and provide assessment results to the minister or a person within a class of persons specified by the minister.				
Section 107(1)(c): Evacuations and Removals <i>(minister's powers under Section 77(1) or (2))</i>	Require a person to evacuate from any area to which a state of local emergency applies.				
	Authorize the evacuation of individuals or animals or both, from the area.				
	Authorize the removal of personal property from the area.				
	Arrange for: - the adequate care and protection of evacuated individuals or animals, or both - the adequate protection of personal property that has been removed				
Section 107(1)(d): General Restrictions <i>(minister's powers under Section 78)</i>	Control or prohibit travel to or from any area.				
	Control or prohibit the carrying on of a business or type of business.				
	Control or prohibit an event or a type of event.				
	Require a person to stop doing an activity, including an activity that a person is licensed, permitted, or otherwise authorized to do under an enactment.				
	Put limits or conditions on doing an activity, including limits or conditions				

	that have the effect of modifying a license, permit, or other authorization issued under an enactment.				
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NOTE: Other individuals/agencies may be included in the matrix at the discretion of the head of a local authority as long as they are permissible designates under section 19.

The designations shown in this form are effective *[MM/DD/YYYY]* and replace all prior designations.

Approved by: _____

Printed Name

[Name and Title of the Head of the Local Authority or of a person designated under Section 19 of the Act to act on behalf of the Local Authority]
[Name of Local Authority]

ANNEX C: Evacuation Templates

EVACUATION ALERT

[DESCRIPTOR OF AREA]

Date: *(mm/dd/yyyy)* & Time: *(12hr clock, AM/PM)*

This Evacuation Alert is by *[Local Authority]* due to *[briefly describe the event and potential risk]*.

Because of the potential threats to health, safety, and the welfare of persons, this **Evacuation Alert** is issued for the following areas:

*[Geographic description including boundaries and properties impacted.
Include a map of the evacuation alert area and potential evacuation route]*

This evacuation alert is issued to prepare you to evacuate your premises or property should an evacuation order be made. Residents will be given as much advance notice as possible before evacuation is ordered; however, you may receive limited notice due to changing conditions.

Further information will be issued at *[date/time/meeting location]*. You can also visit *[website/social media page]* or www.EmergencyInfoBC.ca for more information.

_____ *[signature]*
[Name / Title of the official authorizing the evacuation alert]

WHAT YOU SHOULD DO:

- Locate all family members and designate a meeting area outside the evacuation alert area, should an evacuation order be made while family members are separated.
- Pack essential items such as government-issued ID, medications, important documents (e.g., insurance, and mortgage / tenancy information), and immediate care needs for dependents.
- Prepare to evacuate disabled persons, children, and/or neighbours if assistance is needed.
- Prepare to take pets with you and move livestock to a safe area (if possible).
- Arrange transportation for all your household members. Fill the gas tanks of personal vehicles that will be used in the evacuation. If transportation assistance will be needed to evacuate, call *[contact number]*.
- Review your home or tenant insurance policy to understand what coverage you may have for lodging and food in the event of being evacuated. Most basic insurance policies cover living expenses during an evacuation.
- Arrange accommodation for all members of the residence. If possible, plan to stay with family or friends as accommodations may be in short supply.
- If you will require government assistance to meet your basic needs if evacuated, like lodging and food, Emergency Support Services will be available. Create a profile at ess.gov.bc.ca.

- Follow the guidance of [\[public officers, officials, or agencies, eg. Public Health Officer\]](#).
- [\[Include local Health Authority specific guidance if applicable/available\]](#)
- Wait for an evacuation order to be issued before evacuating. If you evacuate before being directed or authorized, you may not yet qualify for Emergency Support Services should you need it, as resources will be focused on those who have been ordered to evacuate.
- Monitor [\[news/radio/online source\]](#) for information on evacuation orders and the location of reception centre(s). If you can meet your own basic needs if evacuated, you do not need to go to a reception centre.

EVACUATION ORDER

[DESCRIPTOR OF AREA]

Date: *(mm/dd/yyyy)*

Whereas a state of local emergency was declared on *[insert date]* by *[Local Authority]* pursuant to Section 95 of the *Emergency and Disaster Management Act* due to *[describe emergency event]* within the area of *[area where emergency exists, e.g., Electoral Area A]* in the Regional District/Municipality of *[Local Authority]*;

And whereas Section 107 (1)(c) and (d) of the *Emergency and Disaster Management Act* authorizes requiring evacuations in relation to a declared state of local emergency, making arrangements for the adequate care and protection of evacuated persons and animals, and controlling travel to or from an area;

And whereas the *[briefly describe event, e.g. "the X fire"]* is a significant threat to the health, safety, and welfare of persons, such that an evacuation and controlling travel is necessary to minimize threats;

This **Evacuation Order** has been issued by *[Local Authority]* and is **effective as of** *[insert date and time]* for the following areas:

*[Geographic description including boundaries and properties impacted.
Include a map of the evacuation area and evacuation route]*

YOU MUST LEAVE THE AREA IMMEDIATELY

Members of the *[local police department and other applicable agencies]* will be expediting this action.

A person must not enter any of the area(s) identified above and in the attached map for purposes of residing, occupying, or visiting the area(s).

[Despite the above, the following [persons or class of persons] may enter and temporarily occupy the area described in this order for the purposes of [identify purposes, e.g. response to the emergency, preparation for general return, etc]: [identify persons or class of persons].]

The [title of official] with [Local Authority] may, in writing, authorize a person or class of persons to enter and temporarily occupy the area described in this order for the purposes of [identify purposes, e.g. response to the emergency, preparation for general return, etc].]"

Further information will be issued at *[date/time/meeting location]*. You can also visit *[website/social media page]* or www.EmergencyInfoBC.ca for more information.

*[signature]
[Name / Title of the Head of the Local Authority or
of a person designated under Section 19 of the Act to act on behalf of the Local Authority]
[Name of Local Authority]*

WHAT YOU SHOULD DO:

- Follow the evacuation route provided.
- If you need transportation assistance from the area, advise the person providing this notice or call [\[contact number\]](#).
- If you have homeowners' or tenants' insurance, contact your insurance provider to arrange for living expenses such as accommodation and food.
- Do not turn off your natural gas. FortisBC will turn off natural gas service as needed.
- Close all windows and doors.
- Close gates (latch) but do not lock.
- Gather your family and, if you have room, take a neighbor or someone needing transportation. Do not use more vehicles than you must to help reduce traffic congestion.
- Take critical items (e.g., medicine, wallet, insurance policy number/contact) only if they are immediately available. Take pets in pet kennels or on leash.
- If possible, do not make calls on your phone unless you need emergency service to help reduce network congestion.
- Follow the guidance of [\[public officers, officials, or agencies, e.g., Public Health Officer\]](#).
- [\[Include local Health Authority specific guidance if applicable/available\]](#).

EMERGENCY SUPPORT SERVICES

If you are self-sufficient and don't need assistance to meet your basic needs, you are NOT required to attend an evacuee reception centre.

If you need assistance from government to meet your basic needs:

- Create a profile at ess.gov.bc.ca. If you have already created a profile, login at ess.gov.bc.ca. You will receive instructions on how to receive supports.
- If you do not have access to the internet, go directly to an evacuee reception centre located at: [\[insert locations and/phone numbers\]](#).
- [\[If the BC Evacuee Helpline is active \(confirm with Regional Office/PREOC\), include: Some supports are also available through the Service BC – BC Evacuee Helpline by phone at 1-800-387-4258, including support for registering online at ESS.gov.bc.ca and authentication with the BC Services Card App.\]](#)

Please note: People evacuated from their homes must have their identity verified using the BC Services Card App to receive support through Interac e-Transfer.
[\[The BC Evacuee Helpline can assist with this process.\]](#)

EVACUATION ORDER AMENDMENT

[DESCRIPTOR OF AREA]

Date: *(mm/dd/yyyy)*

Whereas a state of local emergency was declared on *[insert date]* by *[Local Authority]* pursuant to Section 95 of the *Emergency and Disaster Management Act* due to *[describe emergency event]* within the area of *[area where emergency exists, e.g., Electoral Area A]* in the Regional District/Municipality of *[Local Authority]*;

And whereas an evacuation order (Order No.: *[xx]*) was made by *[Local Authority]* pursuant to Section 107 (1)(c) and (d) of the *Emergency and Disaster Management Act*, effective *[insert effective date and time]* for the area of *[general description]* due to *[describe reason for original evacuation order]* within the jurisdiction of *[Local Authority]* ("Original Evacuation Order");

And whereas *[describe change in circumstances that requires amending the order e.g. the area threatened by the wildfire has expanded]*;

The Original Evacuation Order is repealed and hereby **REPLACED by this Evacuation Order, effective *[immediately / as of [insert date & time]]* for the following areas:**

*[Geographic description including boundaries and properties impacted.
Include map of evacuation area and evacuation route]*

YOU MUST LEAVE THIS AREA IMMEDIATELY

Members of the *[local police department and other applicable agencies]* will be expediting this action.

A person must not enter any of the area(s) identified above and in the attached map for purposes of residing, occupying, or visiting the area(s).

[Despite the above, the following [persons or class of persons] may enter and temporarily occupy the area described in this order for the purposes of [identify purposes]: [identify persons or class of persons].]

The [title of official] with [Local Authority] may, in writing, authorize a person or class of persons to enter and temporarily occupy the area described in this order for the purposes of [identify purposes, e.g. response to the emergency, preparation for general return, etc].]"

Further information will be issued at *[date/time/meeting location]*. You can also visit *[website/social media page]* or www.EmergencyInfoBC.ca for more information.

*[signature]
[Name / Title of the Head of the Local Authority or
of a person designated under Section 19 of the Act to act on behalf of the Local Authority]
[Name of Local Authority]*

WHAT YOU SHOULD DO:

- Follow the evacuation route provided.
- If you need transportation assistance from the area, advise the person providing this notice or call [\[contact number\]](#).
- If you have homeowners' or tenants' insurance, contact your insurance provider to arrange for living expenses such as accommodation and food.
- Do not turn off your natural gas. FortisBC will turn off natural gas service as needed.
- Close all windows and doors.
- Close gates (latch) but do not lock.
- Gather your family and, if you have room, take a neighbor or someone needing transportation. Do not use more vehicles than you must to help reduce traffic congestion.
- Take critical items (e.g., medicine, wallet, insurance policy number/contact) only if they are immediately available. Take pets in pet kennels or on leash.
- If possible, do not make calls on your phone unless you need emergency service to help reduce network congestion.
- Follow the guidance of [\[public officers, officials, or agencies, e.g., Public Health Officer\]](#).
- [\[Include local Health Authority specific guidance if applicable/available\]](#).

EMERGENCY SUPPORT SERVICES

If you are self-sufficient and don't need assistance to meet your basic needs, you are NOT required to attend an evacuee reception centre.

If you need assistance from government to meet your basic needs:

- Create a profile at ess.gov.bc.ca. If you have already created a profile, login at ess.gov.bc.ca. You will receive instructions on how to receive supports.
- If you do not have access to the internet, go directly to an evacuee reception centre located at: [\[insert locations and/phone numbers\]](#).
- [\[If the BC Evacuee Helpline is active \(confirm with Regional Office/PREOC\), include: Some supports are also available through the Service BC – BC Evacuee Helpline by phone at 1-800-387-4258, including support for registering online at ESS.gov.bc.ca and authentication with the BC Services Card App.\]](#)

Please note: People evacuated from their homes must have their identity verified using the BC Services Card App to receive support through Interac e-Transfer.
[\[The BC Evacuee Helpline can assist with this process.\]](#)

EVACUATION ORDER RESCIND

[DESCRIPTOR OF AFFECTED AREA]

Date: *(mm/dd/yyyy)*

The Evacuation Order (Order No.: *[xx]*) issued for the below area by *[Local Authority]* is no longer required and is **RESCINDED** effective *[immediately / as of X date]*.

*[Geographic description including boundaries and properties impacted.
Include a map of the cancelled evacuation area]*

You are permitted to return to the area identified above.

[Indicate if an Evacuation Alert or State of Local Emergency remains in effect]

If a subsequent evacuation is necessary, a new order will be made.

For more information contact: *[Local Authority contact number]*. You can also visit *[website/social media page]* or www.EmergencyInfoBC.ca for more information.

*[Name / Title of the Head of the Local Authority or
of a person designated under Section 19 of the Act to act on behalf of the Local Authority]*
[Name of Local Authority]

SHELTER-IN-PLACE ORDER

An incident has caused hazardous material to enter the air. Emergency response professionals are requesting that you immediately “Shelter-in-Place” by staying protected indoors until you receive instruction that it is safe to exit the building.

It is important to stay informed of updates through [applicable radio station, television channel, website, social media page].

To Shelter-in-Place:

- Go inside and close [and lock] all windows and exterior doors
- If there is a danger of explosion, close the window shades, blinds, or curtains
- Turn off all fans, heating and air conditioning systems. Close fireplace dampers
- Get your emergency kit and turn on the radio
- Cell phones may be overwhelmed or damaged during an emergency. It is ideal to have a hard-wired telephone in the room you select. If you do not have a hard-wired telephone, bring your cell phone and charger to ensure you have a method to communicate. Call your emergency contact and have the phone available if you need to report a life-threatening condition
- Go to an interior room without windows that is above-ground level, if you can. Because some chemicals are heavier than air, avoid sheltering in basements
- Bring your pets with you, and be sure to bring additional food and water supplies for them
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room. A wet towel can also be used to create a seal along doors and windows
- Monitor the radio, television, and Emergency Info BC online until you are told by local officials all is safe or you are told to evacuate

DO NOT leave your building or home until you receive notification that the danger has passed.

The hazardous material is toxic. The signs and symptoms of overexposure are as follows: _____ . If you have any of these signs or symptoms and the order to shelter in place is still in effect, contact medical help by telephone at: _____. If the shelter in place order has been rescinded, seek immediate medical help at the following location: _____ . If the situation is life-threatening or you are unable to move, dial 911 or the emergency response number in your area.

ANNEX D: EVACUATION CHECKLISTS

Issuing an Evacuation Alert Checklist for Local Authorities and First Nations

An evacuation alert advises the affected population of a potential or current threat that may lead to an evacuation order. During the evacuation alert stage, individuals in the relevant area should prepare for a potential evacuation by gathering the personal supplies and belongings required for a minimum of three days.

The checklist below is a recommended approach to issuing an evacuation alert if time allows for it. Considerations for evacuating different populations, animals, and using BC Emergency Alerts can be found in the **Evacuation Operational Guide**, located on EMCR's [Local Emergency Resource Operations webpage](#).

For regional districts, municipalities, and Modern Treaty Nations, some of the steps described below relate to powers, or duties, under the *Emergency and Disaster Management Act*. For more details see the **Evacuation Operational Guide**. Other First Nations may wish to follow these steps, as applicable, on a voluntary basis.

Evacuation Alerts do NOT require a State of Local Emergency (SOLE) declaration.

1. Consult with the subject matter experts, and adjacent local authorities and Indigenous governing bodies as required by the Act to determine if an evacuation alert should be issued.
2. As part of the consultation with Indigenous governing bodies and adjacent local authorities, provide them with notice of the details of the intended action and, if applicable, any arrangements being made for evacuated individuals. If the evacuation alert will impact Modern Treaty Nation lands or people, obtain their consent to issue an evacuation alert.
3. If an evacuation alert will be issued, notify the applicable entities, local authorities, Indigenous governing bodies, and first responder agencies.
4. Request assistance to perform an evacuation alert notification (e.g., from first responders or other identified groups such as Ground Search and Rescue).
5. Based on the advice of those consulted in step 1, map the geographic boundaries for the evacuation alert. Identify the evacuation alert area using civic addresses, street names, Indian Reserve (IR) #, or any combination that works for your community. Contact your EMCR Provincial Regional Emergency Operations Centre (PREOC) if mapping support is needed.

- 6 .Issue a written evacuation alert, including the following information:
 - issuing authority (e.g., local authority);
 - the related SOLE declaration if one has been declared;
 - reasons for the evacuation alert with a description of the hazard;
 - areas under alert with as much detail as possible, including a map of the evacuation alert area, IR#, the use of street and highway names with geographic references (e.g., all residents located south of 10th Avenue and north of 7th Avenue, between 13th and 18th Street), and/or provide a listing of all address points and the number of impacted properties; a general listing of important personal supplies that should be prepared for a potential evacuation (e.g., identification, medication, insurance papers, etc.); and
 - where to get additional information.
- 7 .Notify the impacted area of the evacuation alert (e.g., through social and traditional media, door-to-door, public notification systems, etc.).
- 8 .Email a copy of the evacuation alert to your EMCR PREOC.
- 9 . Publish the executed evacuation alert online as soon as reasonably practicable.
10. Once the alert is in place, consider whether vulnerable populations should be evacuated, livestock relocated, and if a BC Emergency Alert request will be needed to support notifying people of an evacuation order.

For immediate assistance with an evacuation, contact EMCR's 24/7 Emergency Coordination Centre at 1-800-663-3456 and ask to speak with the Regional Duty Manager for your region.

Resource: an Evacuation Alert template is available on EMCR's [Local Emergency Response Operations webpage](#).

More information: Online: gov.bc.ca/emergencymanagementact

Email: modernizeEM@gov.bc.ca. For specific inquiries, contact your EMCR PREOC.

Issuing an Evacuation Order Checklist for Local Authorities and First Nations

When an evacuation order is issued, it means the impacted population must leave the specified area immediately or when the order states.

The checklist below is a recommended approach to issuing an evacuation order. Considerations such as when to order an evacuation, evacuation routes, mapping, notifications and alerts, emergency support services, host communities, and managing access to evacuated areas can be found in the [Evacuation Operational Guide](#).

For regional districts, municipalities, and Modern Treaty Nations, some of the steps described below relate to powers, or duties, under the *Emergency and Disaster Management Act*. For more details see the [Evacuation Operational Guide](#). Other First Nations may wish to follow these steps, as applicable, on a voluntary basis.

1. Declare a state of local emergency (SOLE) if one has not yet been declared.
2. Consult with the subject matter experts (SME), and adjacent local authorities and Indigenous governing bodies as required under the Act to determine if an evacuation order is necessary.
3. As part of the consultation required with Indigenous governing bodies and adjacent local authorities under the Act, provide them with notice of the details of the intended action and, if applicable, any arrangements being made for evacuated individuals. If the order will impact treaty or Nisga'a lands or people, obtain their consent to issue the evacuation order.
4. If an evacuation order is necessary, notify the policy group (e.g., council / board / band council) and first responder agencies.
5. Request assistance to perform evacuation notifications (e.g., from police and fire departments or other identified groups such as Ground Search and Rescue).
6. Submit a BC Emergency Alert form to EMCR so a public alert can be pushed to wireless devices, television, and/or radio.
7. Based on advice, map the geographic boundaries for the order. Identify the order area using civic addresses, street names, IR#, or any combination that works for your community.
8. Issue an evacuation order.
 - The order should include the following information:
 - issuing authority (i.e., local authority);
 - reason for the order with a description of the hazard;
 - the declared SOLE to which the order relates;

- EDMA authority allowing them to order an evacuation (section 107); and
 - areas under the order with as much detail as possible, i.e., a map of the order area, IR #, street and highway names with geographic references (e.g., All residents located south of 10th Avenue and north of 7th Avenue, between 13th and 18th Street), a listing of all address points, and/or the number of impacted properties.
- The order could also include:
 - that it applies to all or part of the area or period covered by a SOLE;
 - that it applies or does not apply to a person, thing, or a class of person or thing; or
 - who from the local authority is empowered to authorize a person or class of persons to enter and temporarily enter and/or occupy an evacuated area.
9. Include additional, recommended information with the evacuation order such as:
- designated evacuation routes and identification of closed routes;
 - location of Reception Centres, including hours of operation;
 - what personal belongings to take (e.g., identification, medication, etc.); and
 - where to receive additional information regarding the emergency event.
10. Notify the impacted area of the evacuation order (e.g., through social and traditional media, door-to-door, automatic notification systems, etc.).
11. Email a copy of the evacuation order, and the SOLE declaration if it has not already been sent, to your EMCR PREOC.
12. Publish the executed evacuation order, and the SOLE declaration if this has not been done yet, online as soon as reasonably practicable.

For immediate assistance with an evacuation, contact EMCR's 24/7 Emergency Coordination Centre at 1-800-663-3456 and ask to speak with the Regional Duty Manager for your region.

Resource: an Evacuation Order template is available on EMCR's [Local Emergency Response Operations webpage](#). **More information:** gov.bc.ca/emergencymanagementact

Email: modernizeEM@gov.bc.ca. For specific inquiries, contact your EMCR PREOC.

Amending an Evacuation Order Checklist for Local Authorities and First Nations

The whole or any part of a previously issued evacuation order can be amended by repealing and replacing the original order with a new one that supersedes the original. Amended evacuation orders must explicitly state that the original evacuation order is superseded by the amendment and should reference the original order number.

The checklist below is a recommended approach to amending an evacuation order. For regional districts, municipalities, and Modern Treaty Nations, some of the steps described below relate to powers, or duties, under the *Emergency and Disaster Management Act*. For more details and further considerations see the **Evacuation Operational Guide**, [located on EMCR's Local Emergency Resource Operations](#) webpage. Other First Nations may wish to follow these steps, as applicable, on a voluntary basis.

1. Consult with the subject matter experts, and adjacent local authorities and Indigenous governing bodies as required under the Act to determine if an evacuation order needs to be amended.
 - Whether the evacuated area is expanded or reduced, ensure consultation with any affected local authorities and Indigenous governing bodies happens as required under the Act.
2. As part of the consultation with Indigenous governing bodies and adjacent local authorities in accordance with the Act, provide them with notice of the details of the intended action and, if applicable, any arrangements being made for evacuated individuals. If the evacuation order will impact Modern Treaty Nation lands or people, obtain their consent to amend the evacuation order.
3. Notify the policy group (e.g., council/board/band council) and first responder agencies.
4. If needed, request assistance to perform evacuation notifications (e.g., from first responders or other identified groups such as Ground Search and Rescue).
5. Issue a written evacuation order that:
 - repeals the original evacuation order, as it will supersede it; and
 - clearly identifies how the original evacuation order is changing (e.g., an expanded geographic boundary) and that this amended order replaces the original order.

6. Notify the impacted area of the amended evacuation order (e.g., through social and traditional media, door-to-door, automatic notification systems, etc.). If you have an active BC Emergency Alert, you may have to contact your EMCR Provincial Regional Emergency Operations Centre (PREOC) to amend or cancel the alert.
7. Email a copy of the amended evacuation order to your EMCR PREOC.
8. Publish the executed order online as soon as reasonably practicable.
9. Consider how to best support any new evacuees using Emergency Support Services either within the affected community or a host community.

For immediate assistance with an evacuation, contact EMCR's 24/7 Emergency Coordination Centre at 1-800-663-3456 and ask to speak with the Regional Duty Manager for your region.

Resource: an Amended Evacuation Order template is available on EMCR's [Local Emergency Response Operations webpage](#).

Rescinding an Evacuation Order Checklist

When the threat to life and safety has passed and it is safe for individuals to return to the impacted area, the regional district, municipality, or Modern Treaty Nation must rescind the evacuation order. In some cases, it may be recommended to keep the formerly evacuated area on an evacuation alert.

The checklist below is a recommended approach to rescinding an evacuation order. For regional districts, municipalities, and Modern Treaty Nations, some of the steps described below relate to powers, or duties, under the *Emergency and Disaster Management Act*. For more details see the **Evacuation Operational Guide**, located on EMCR's [Local Emergency Resource Operations webpage](#). Other First Nations may wish to follow these steps, as applicable, on a voluntary basis.

1. Consult with the subject matter experts, and adjacent local authorities and Indigenous governing bodies as required by the Act, to determine if an evacuation order should be rescinded.
2. As part of the consultation with Indigenous governing bodies and adjacent local authorities, provide them with notice of the details of the intended actions. If rescinding the evacuation order will impact Modern Treaty Nation lands or people, obtain their consent to rescind the evacuation order first.
3. If the evacuation order will be rescinded, notify the policy group (e.g., council / board / band council) and first responder agencies.
4. Coordinate early re-entry for community support agencies (e.g., health agencies, school districts, critical infrastructure agencies, etc.) before rescinding the evacuation order to prepare for returning evacuees. The evacuation order may need to be amended to authorize these agencies to temporarily enter the evacuated area.
5. Consider allowing individuals who may have lost homes or property early access into the evacuated area. The evacuation order may need to be amended to authorize these individuals to temporarily enter the evacuated area.
6. Once the area has been prepared for re-entry, issue a written order rescinding the evacuation order that:
 - references the current evacuation order that is being rescinded; and
 - clearly identifies what parts of the original evacuation order are being rescinded (e.g., in a certain geographic boundary).
7. Notify evacuated individuals that the evacuation order has been rescinded (e.g., through social and traditional media, automatic notification systems, announcements at Reception Centres and Group Lodging facilities). If you have an active BC Emergency Alert, contact your EMCR PREOC to cancel the alert.

7. Email a copy of the Rescind Evacuation Order to your EMCR PREOC.
8. Publish the executed order online as soon as reasonably

For immediate assistance with an evacuation, contact EMCR's 24/7 Emergency Coordination Centre at 1-800-663-3456 and ask to speak with the Regional Duty Manager for your region.

Resource: a Rescind Evacuation Order template is available on EMCR's [Local Emergency Response Operations webpage](#).

ANNEX E: AlertReady BC EMERGENCY ALERT SUBMISSION FORM

Confirm that the three BC Emergency Alert Criteria have been met

BC EMERGENCY ALERT - Submission Form

Email the completed form to: emergencyalertrequest@gov.bc.ca or fill this form here:
<https://submit.digital.gov.bc.ca/app/form/submit?f=6e886414-fe32-41c>

Call ECC at 1-800-663-3456 to initiate alert

Select the preferred alert method

Alert Information (*Required)			
Confirm the BI alert criteria are met		Alert Type	Alert Method
☐ There is a threat to human life ☐ The threat is immediate ☐ There are recommended actions that may save lives		☐ New ☐ Update ☐ Cancel	☐ Cell Phone ☐ Radio/TV ☐ Both Cell Phone and Radio/TV
Submitter Information (*Required)			
Submission Type			
☐ Single First Nation/Local Authority - record submitter information below ☐ Joint submission from multiple First Nations/Local Authorities - record all submitters on page 2 of this form			
First Nation or Local Authority			
Full Name	Job Title	Contact Number	Email
☐ I am authorized to issue an emergency alert on behalf of my community or organization			
Area to be Alerted (*Required)			
Area to be alerted is available, email map image with completed EAS form. Alternatively describe area to be alerted (e.g. radius and centerpoint of circle, points of polygon, street names, etc.)			
Alert Message (*Required)			
Construct your alert message by filling text between < > symbols			
Headline	BC EMERGENCY ALERT issued by <name of submitting jurisdiction(s)>		
Area Description	<Evacuate or shelter in place> immediately if you are in the following threat>.		
Event Description	The <event name, type or location> poses a threat to human life.		
Instructions	<Evacuation instructions or shelter in place instructions> If you are unable to evacuate call 9-1-1.		
Will be included if Cell Phone alert: Click for more info: www.EmergencyInfoBC.ca/EventPageName . Will be included if Radio/TV alert: Visit www.EmergencyInfoBC.ca for more information.			
Total Character Count	407		
Max. 600 characters			

What is happening? What is the threat? What are the impacts?

Describe the target alert area or email a map or image to EMCR

Where is it? State the impact area boundaries in a way that can be understood.)

Use proper names when possible (street names, political boundaries, rivers, lakes, highways).

Alert messages for wireless devices can be up to 600 characters.

What should people do? Tell people what protective action to take, when to do it, (immediately or within 2 hours?); how to accomplish the action (go south on highway 5?); how doing this impacts their safety or reduces impacts.



Ministry of
Emergency Management
and Climate Readiness

BC EMERGENCY ALERT - Submission Form

Email the completed form to: emergencyalertrequest@gov.bc.ca or fill out a web version of this form here:

<https://submit.digital.gov.bc.ca/app/form/submit?f=6e886414-fe32-41de-9c97-284ec354b652>

Call ECC at 1-800-663-3456 to initiate alert

Additional Submitter information (*Required for multi-jurisdiction submissions only)			
If form is being jointly submitted by multiple First Nations and/or Local Authorities, provide all other submitter details below.			
First Nation or Local Authority			
Full Name	Job Title	Contact Number	
☐ I am authorized to issue an emergency alert on behalf of my community			
First Nation or Local Authority			
Full Name	Job Title	Contact Number	Email
☐ I am authorized to issue an emergency alert on behalf of my community or organization			
First Nation or Local Authority			
Full Name	Job Title	Contact Number	Email
☐ I am authorized to issue an emergency alert on behalf of my community or organization			
First Nation or Local Authority			
Full Name	Job Title	Contact Number	Email
☐ I am authorized to issue an emergency alert on behalf of my community or organization			
First Nation or Local Authority			
Full Name	Job Title	Contact Number	Email
☐ I am authorized to issue an emergency alert on behalf of my community or organization			
First Nation or Local Authority			
Full Name	Job Title	Contact Number	Email
☐ I am authorized to issue an emergency alert on behalf of my community or organization			

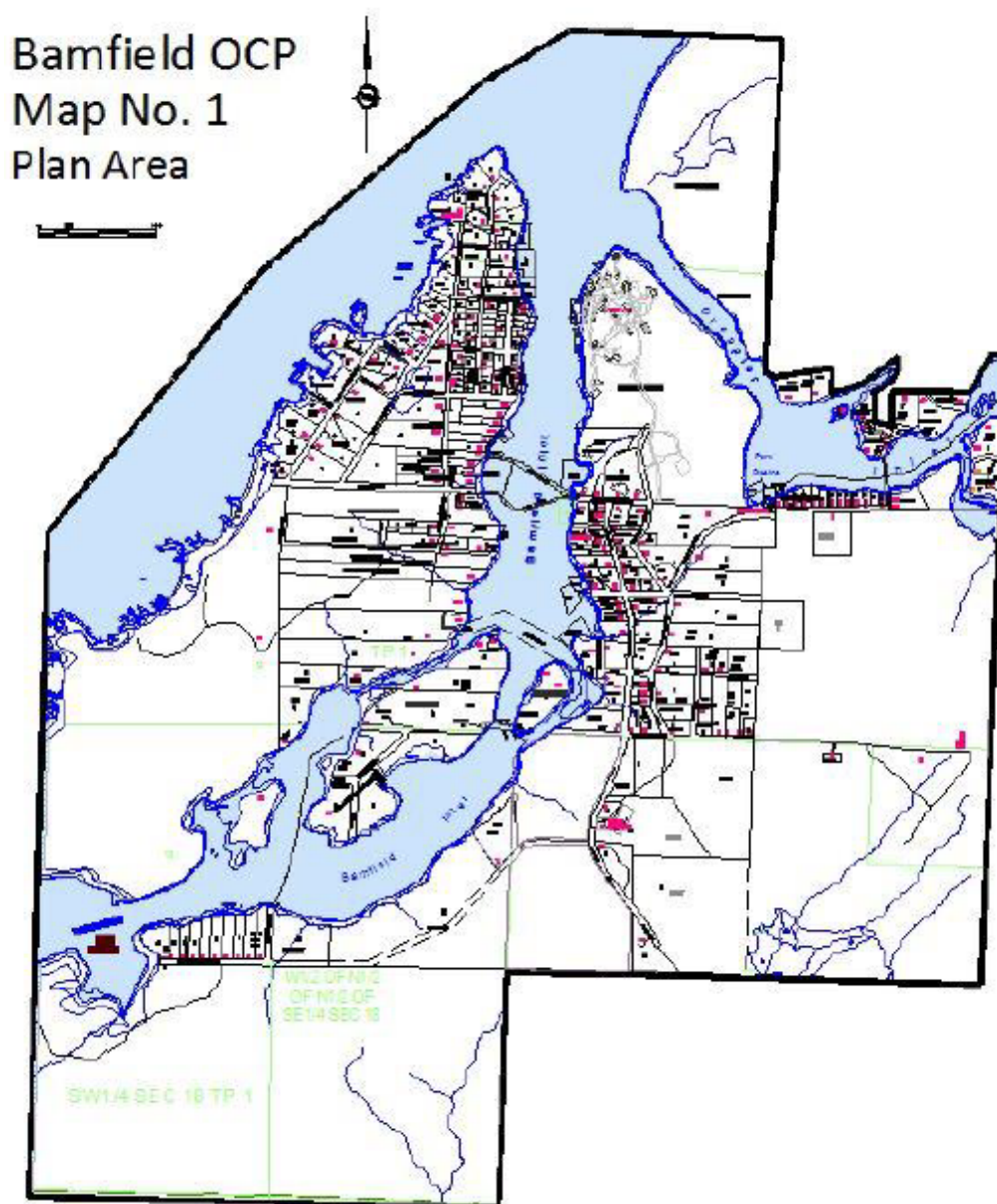
If an alert is being jointly issued with other communities, enter additional submitter information on this second page

ANNEX F

Bamfield Electoral Area A: Unique Community Characteristics

The community of Bamfield is located on the West Coast of Vancouver Island, accessible by active logging road, marine vessels and aircraft. The community is isolated, and residents must be prepared to support one another if transportation is temporarily impassable.

The community of Bamfield is situated adjacent to, and within, the traditional territory of the Huu-ay-aht First Nations. The Huu-ay-aht First Nations, a Treaty Nation, have an Emergency Plan that supports the Upper and Lower Anacla communities, as well as the Sarita River area, Grappler Inlet, Bamfield Inlet and on lands where there are commercial/industrial activities.



Community Population:

There are approximately 200 full time residents in Bamfield. This does not include students or researchers at Bamfield Marine Sciences Centre, tourists or seasonal residents.

It is important to note that the population increases significantly in the summer months.

In-Community Agencies and Services

The Bamfield Community School provides education for children from the Bamfield and Huu-ay-aht communities.

Bamfield Marine Sciences Centre is an educational and research facility supported by 5 universities. BMSC has an emergency plan for the campus, including staff, students and research personnel. The campus has the capacity to host 200 students and staff at any time. This population could equal the population of the Bamfield community in the winter months.

Canadian Coast Guard Search and Rescue Station Bamfield is a permanent federal facility in the community. The SAR Officer in Charge and the BCEP EPC meet to discuss emergency plans, exercises and events. The CCG SAR will be tasked directly by the Government of Canada to respond to any emergency. In the event of a tsunami threat, the CCG SAR ship and crew would likely be tasked to deep water to ride out the wave.

The Island Health Authority supports the Bamfield Health Centre with a remote-certified Registered Nurse. The Centre offers acute and chronic health care for all ages and stages of health. Acute care patients are stabilized and transported to a hospital as necessary.

Bamfield has a small volunteer emergency program team that participates in monthly meetings and is trained to provide support to residents in an emergency. Members of this team will provide emergency support services (ESS), and establish communication and coordination with the ACRD EOC during a disaster.

ANNEX G

Long Beach Electoral Area C: Unique Community Characteristics

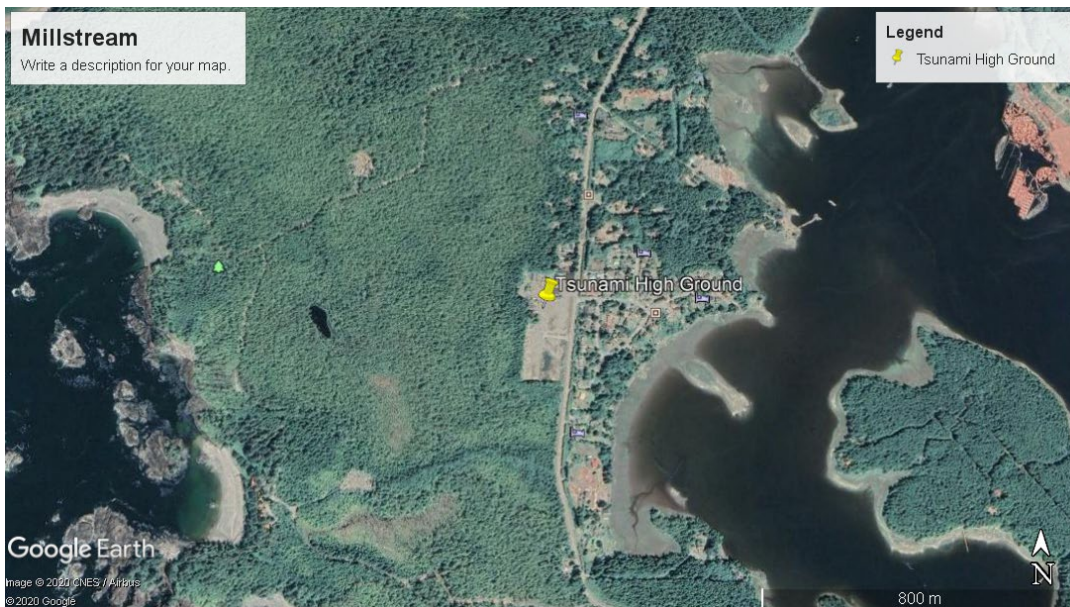
Kvarno Island Community

Kvarno Island is located in the Ucluelet Inlet. The community accesses Ucluelet primarily via boat.



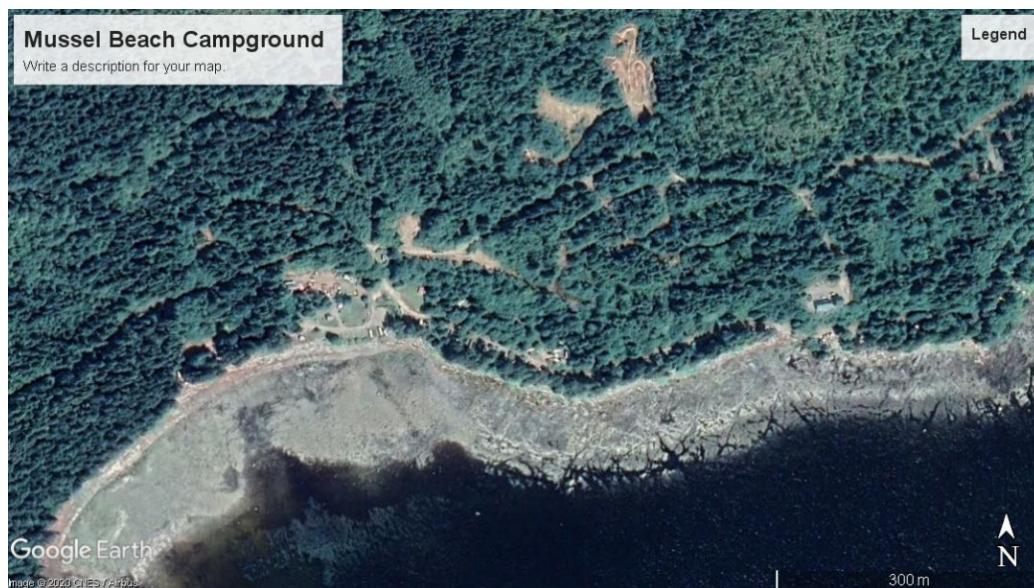
Millstream Community

Millstream is located just north of the District of Ucluelet on the Ucluelet Inlet side of the highway.



Mussel Beach Campground

Mussel Beach Private Getaway is located on 153 acres, on the north side of Barclay Sound, with 1.45km of south and eastfacing oceanfront. The campground sits between the Long Beach and Broken Group Islands units of the Pacific Rim National Park Reserve, near Ucluelet. There are 31 Seasonal Campsites and 5 Camping & Glamping Huts, operating annually between mid-May and end of September.



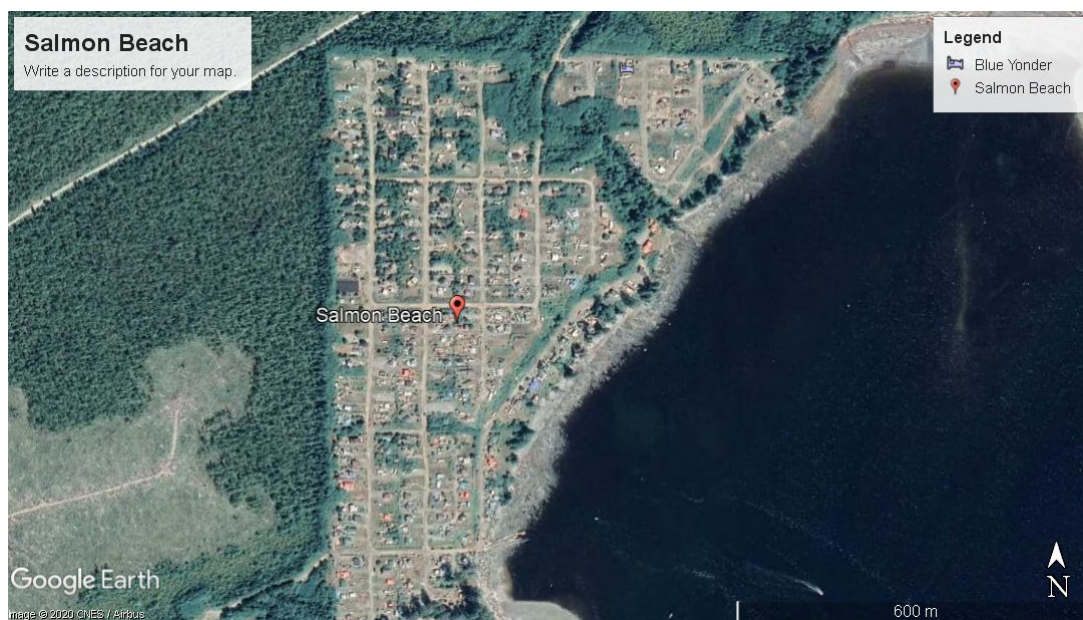
Port Albion Community

Port Albion is located on the east side of the Ucluelet Inlet near the Yuułuʔiłʔatḥ First Nation. Being in close proximity to Yuułuʔiłʔatḥ First Nation, it is recommended that this relationship be fostered to ensure that both communities can work together through all pillars of emergency management.



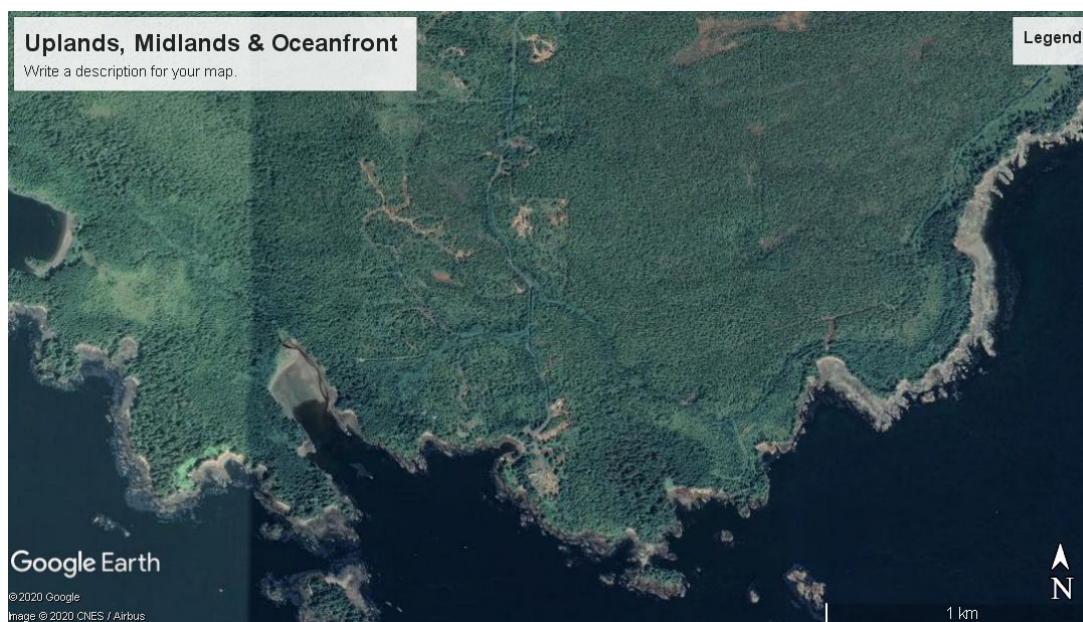
Salmon Beach Community

Salmon Beach is located on the north side of Barclay Sound between Mussel Beach Campground and Toquat Nation.



Uplands, Midlands and Oceanfront Community

The Uplands, Midlands and Oceanfront Community is located between Yuułuʔiłʔatḥ First Nation and the north side of Barclay Sound. This community is still being developed and there is a mix of registered and unregistered residents. Due to the varying terrain, the Uplands are well above the tsunami safe zone but would get cut off from access/egress due to flooding and damage of roads. The Midlands and Oceanfront are still under development but there is significant concern regarding the lack of access/egress via land or sea.



ANNEX H GLOSSARY

A

Agency (Agencies): An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance.

Agency Representative(s): An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

B

Branch: The organizational level having functional or geographic responsibility. The Branch level is organizationally between Section and Division/Group in each ICS section.

British Columbia Emergency Management System (BCEMS): BCEMS is a comprehensive management scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of the BCEMS includes: operations and control management, qualifications, technology, training and publications.

C

Chain of Command: A series of management positions in order of authority.

Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance. The term Chief is used at the incident and area command levels.

Command: The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Compensation Unit/Claims Unit: Units within the Finance Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Cooperating Agency(s): An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Emergency Social Services, utility companies, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Cost Unit: Unit within the Finance Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

D

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position.

Demobilization Unit: Unit within the Planning Section responsible for assuring controlled, orderly, safe, and efficient demobilization of incident resources.

Director(s): The ICS title for individuals responsible for supervision of a Branch at the Site Level.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Documentation Unit: Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

E

Emergency: A situation as defined by EDMA.

Emergency Operations Center (EOC): A designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response.

Emergency Response Plan: The plan that each jurisdiction has and maintains for responding to incidents based on hazard and risk analysis.

F

Finance Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Purchasing Unit, Compensation/Claims Unit, and Cost Unit.

Function: In BCEMS, function refers to the five major activities e.g., Command, Operations, Planning, Logistics, and Finance.

G

Ground Support Unit: Unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing vehicles, and the surface transportation of personnel and supplies.

H

Helibase: The main location for parking, fuelling, maintenance, and loading of helicopters operating in support of an incident.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading and unloading of supplies, equipment, personnel and medical evacuation.

I

Incident Action Plan: Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period.

Incident Commander: The individual responsible for the management of all incident operations at the incident site. The term 'Incident Commander' shall be deemed to include Unified Command.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located or shared with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Management Team: The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Site: The actual damaged area at the scene of an emergency.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident.

J, K

Jurisdiction (Jurisdictional): The range or sphere of authority. Agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation.

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function and includes key ministries as defined in the Emergency Program Act.

L

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics Section: The Section responsible for providing services, and support to the incident.

M

Management by Objectives: In BCEMS, this is a top-down management activity that involves a three-step process to achieve the goals. The steps are establishing the incident objectives, selecting the appropriate strategy(s) to achieve the objectives, and implementing the strategy.

Mobilization: The process and procedures used by all agencies and organizations activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have statutory responsibility for incident mitigation. In ICS these incidents should be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing resources.

O

Operational Guidelines: An agency's written procedure(s) that establishes a commonly accepted course of action and specifies the functional limitations of personnel in performing emergency operations.

Operational Period: The period of time scheduled for execution of a given set of operational actions as specified in the action plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources: Resources allocated an incident but temporarily unable to respond for mechanical, rest, or staffing reasons.

P, Q

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of action plans.

Provincial Central Coordination Level: A coordination level within the BC Emergency Response Management System, which is activated to coordinate all provincial resources. This level interacts with the Provincial Regional Coordination Level.

Provincial Emergency Coordination Center (PECC): Provincial Operations Center will be established to manage activities at the Provincial Central Coordination Level. The five functions provided by PECC are Management, Operations Coordination, Planning, Logistics, and Finance. The PECC follows the same basic organizational support levels in the BCEMS.

Provincial Regional Coordination Level: A coordination level within the BC Emergency Response Management System, which is activated to coordinate provincial resources on a regional basis. This level interacts with PRRD and Ministry EOCs.

Provincial Regional Emergency Operations Center (PREOC): A Provincial Regional Operations Center manages activities at the Provincial Regional Coordination Level and coordinates the joint efforts of government and non-government agencies.

Purchasing Unit: Unit within the Finance Section responsible for financial matters involving vendor contracts.

R

Resources Unit: Unit within the Planning Section responsible for recording the status of resources committed to the incident. The unit also evaluates resources currently committed to the incident(s), the impact that additional responding resources will have on the incident(s), and anticipated resource needs.

Resources: Personnel and equipment available, or potentially available, for assignment to incident(s). Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or management capacities at an incident(s).

S

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

Section: That organization level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance.

Single Command: Single Command has one Incident Commander.

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by a staging area manager in the Operations Section.

Strategy: The general plan or direction selected to accomplish incident objectives.

Supply Unit: Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident(s).

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies includes; Supply, Facilities, and Ground Support Units.

Supporting Materials: Refers to the several attachments that may be included with an action plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance Sections, or the Command Staff. Also includes resources under the supervision of the Operations Coordination Sections of the Site Support Levels.

T

Tactical Direction: Directions given by the Operations Section Chief which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

Task Force: A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technical Specialists: Personnel with special skills that can be used where required within the ICS organization. Technical Specialists may be needed in the areas of fire behaviour, water resources, environmental concerns, resource use and training.

Time Unit: Unit within the Finance Section responsible for recording time for personnel and hired equipment.

U

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives, strategies and action plans. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

V, W, X, Y